QuickBooks
for
Conservation Districts
Training Guide

Presented by

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QuickBooks
For Conservation Districts

➢*Introduction*

This *Training Guide* was developed to use in conjunction with the QuickBooks Training for Conservation Districts. It has been designed to cover the particular aspects of QuickBooks that have been adapted to conservation district accounting. The guide is intended to be a supplement to the *QuickBooks Startup and Quick Reference Guide* (included with software purchase) and QuickBooks Help features. The J.D.S. Computer Services with the assistance of the State Conservation Commission revised the guide for distribution in March 2008. The instructions are based on the QuickBooks Pro 2007 version. Various reports and lists have been customized for conservation district use to meet statutory requirements. The customized reports and lists are included in the Standard Conservation District Company File to be loaded with the QuickBooks software, which has already been done for most conservation districts.

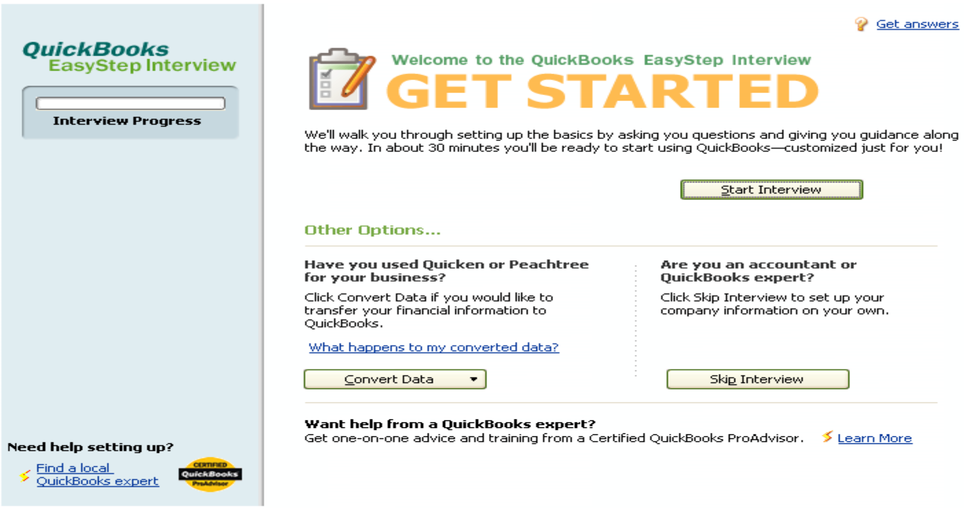
Even though you will not use all the features of QuickBooks, it will provide a professional accounting system for your conservation district. Your accounting skills need only be basic because QuickBooks does all the debits and credits behind the scenes for you. Using QuickBooks you will create claim vouchers, pay bills, receive payments, make deposits, and create numerous reports. You will also have the ability to do payroll and all the accounting procedures that come with running payroll if you choose to do so.

➢*Starting QuickBooks for the First Time*

If you use an USDA computer/internet system, the IT Specialist will need to load the QuickBooks software and the Standard Conservation District Company File for you.

To launch QuickBooks:

1. Click **File.**
2. Choose **New Company**.
3. The following screen will appear.


QuickBooks
EasyStep Interview
Interview Progress
Get answers
Welcome to the QuickBooks EasyStep Interview
GET STARTED
Start Interview
Other Options...
Convert Data
Skip Interview
Learn More
Need help setting up?
Find a local QuickBooks expert
CERTIFIED QuickBooks ProAdvisor

We'll walk you through setting up the basics by asking you questions and giving you guidance along the way. In about 30 minutes you'll be ready to start using QuickBooks—customized just for you!

Have you used Quicken or Peachtree for your business?

Click Convert Data if you would like to transfer your financial information to QuickBooks.

What happens to my converted data?

Are you an accountant or QuickBooks expert?

Click Skip Interview to set up your company information on your own.

Want help from a QuickBooks expert?

Get one-on-one advice and training from a Certified QuickBooks ProAdvisor.

For New Company,

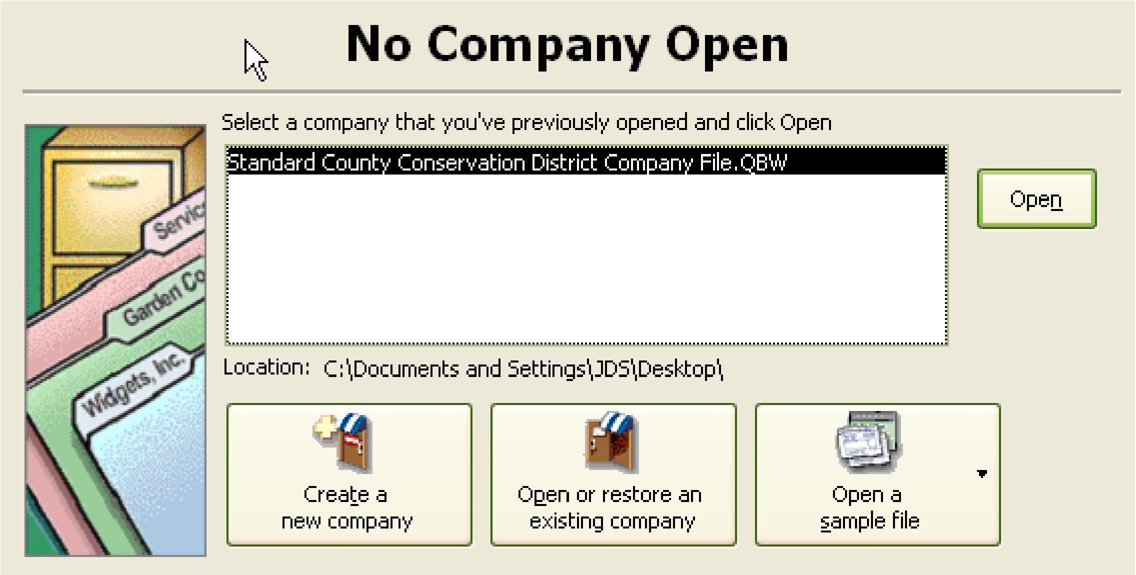
- Click on **Start Interview**
    - Work through Wizard
    - Close Wizard.

To Restore Company,

- Go to **Skip Interview**
- Enter the required information (denoted with red *)
- Work through the Wizard
- Close Wizard.

➢ *Restoring the Standard Conservation District Company File*

When QuickBooks opens, the window below will appear on your screen.



No Company Open

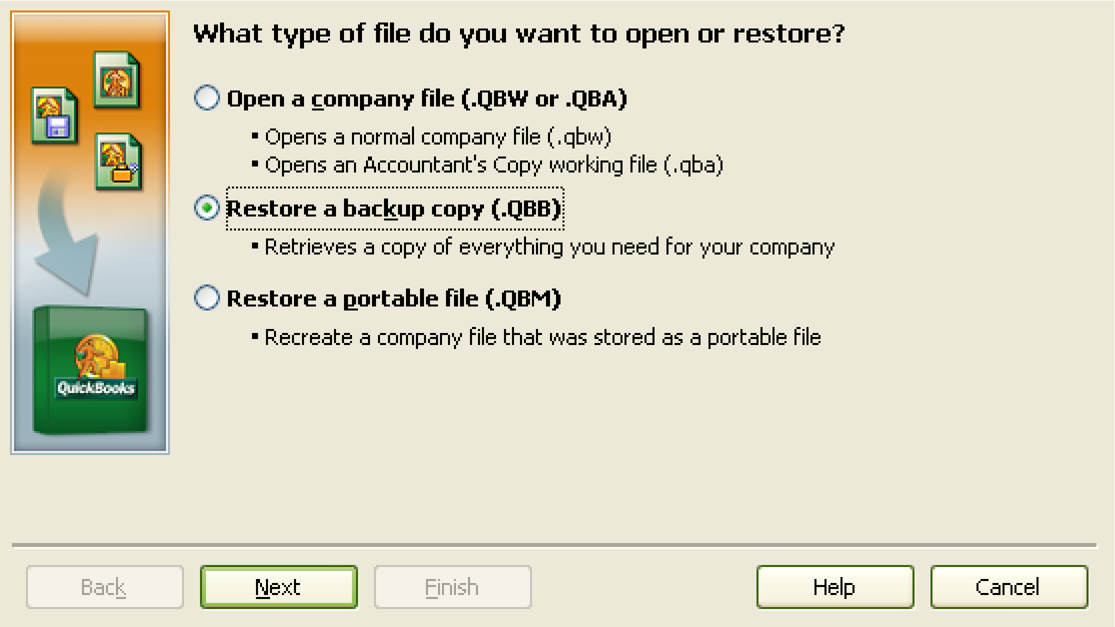
Select a company that you've previously opened and click Open

Standard County Conservation District Company File.QBW

Location: C:\Documents and Settings\JDS\Desktop\

Open
Servic
Garden Co
Widgets, Inc.
Create a new company
Open or restore an existing company
Open a sample file

1. You will select the applicable company.
2. Click the **Open** button.


What type of file do you want to open or restore?

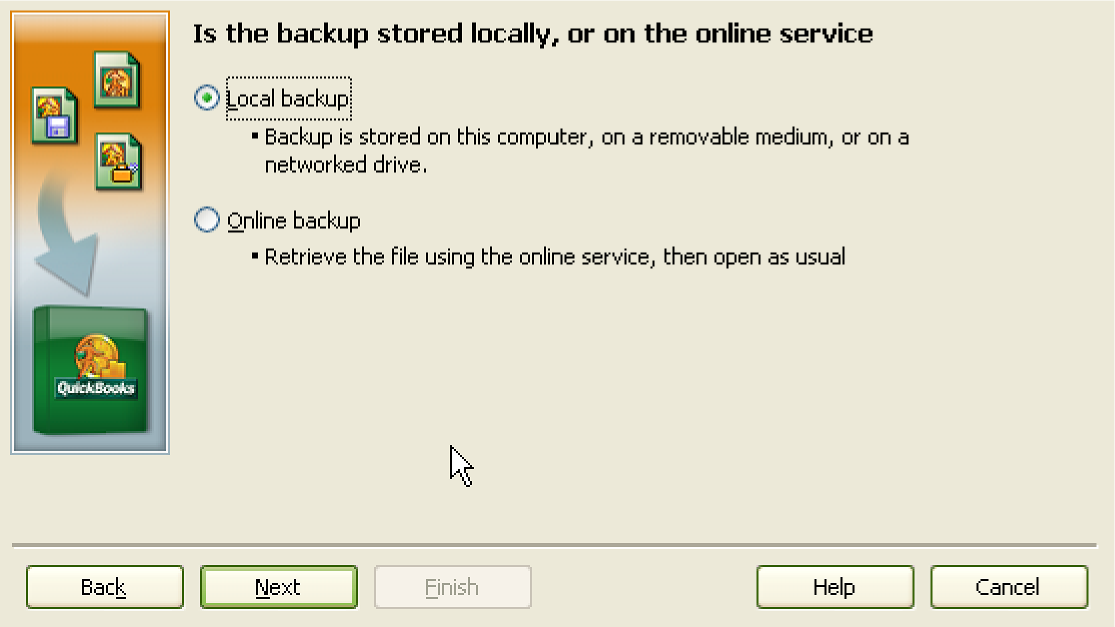
○ Open a company file (.QBW or .QBA)
- Opens a normal company file (.qbw)
- Opens an Accountant's Copy working file (.qba)

● Restore a backup copy (.QBB)
- Retrieves a copy of everything you need for your company

○ Restore a portable file (.QBM)
- Recreate a company file that was stored as a portable file

QuickBooks
Back
Next
Finish
Help
Cancel

3. Click the **Restore a backup copy** option.
4. Click the **Next** button.

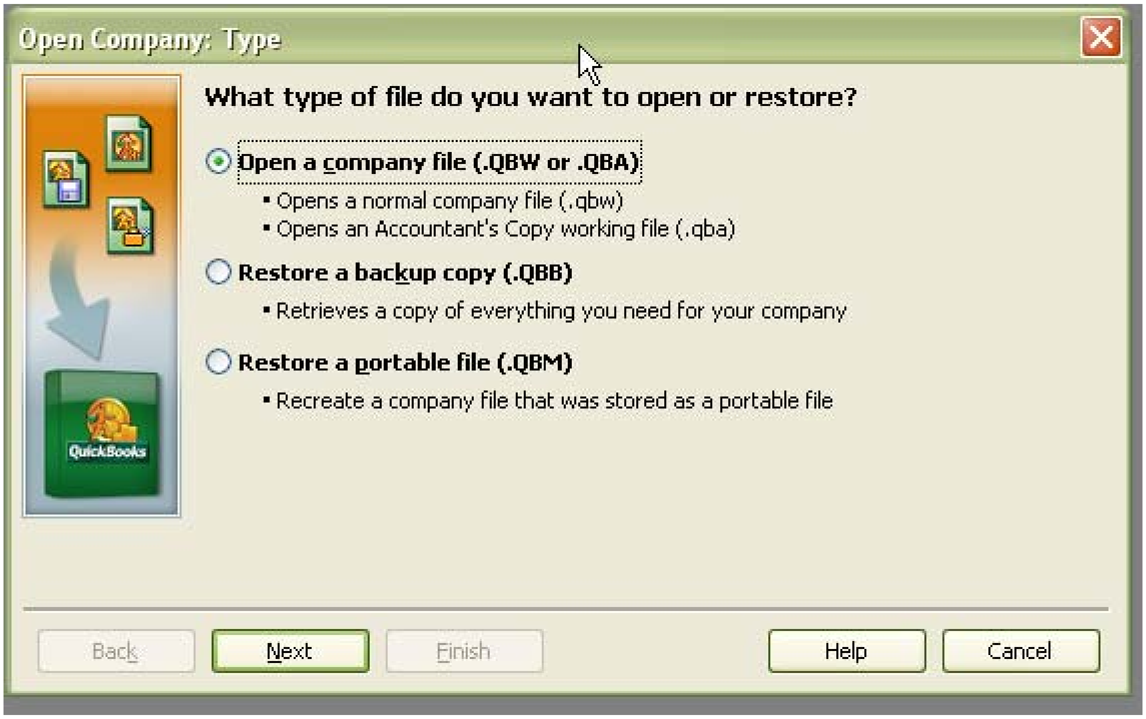

Is the backup stored locally, or on the online service

● Local backup
- Backup is stored on this computer, on a removable medium, or on a networked drive.

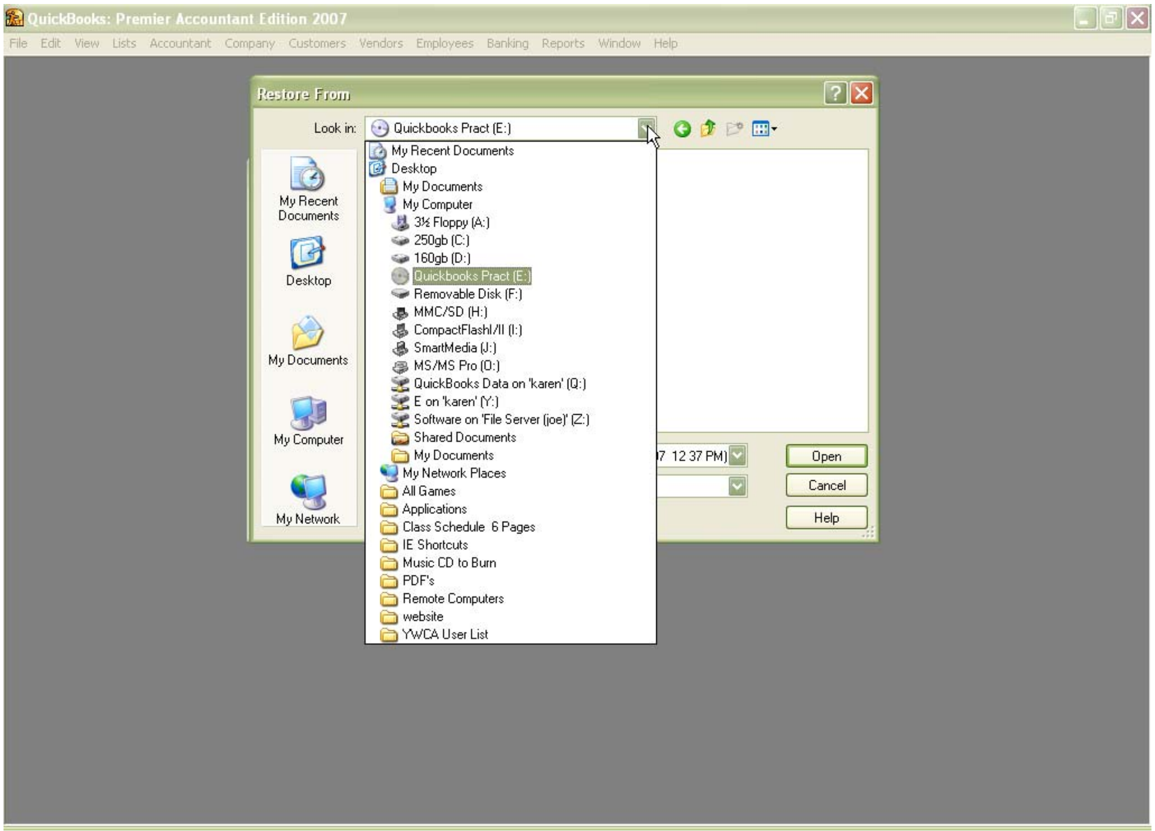
○ Online backup
- Retrieve the file using the online service, then open as usual

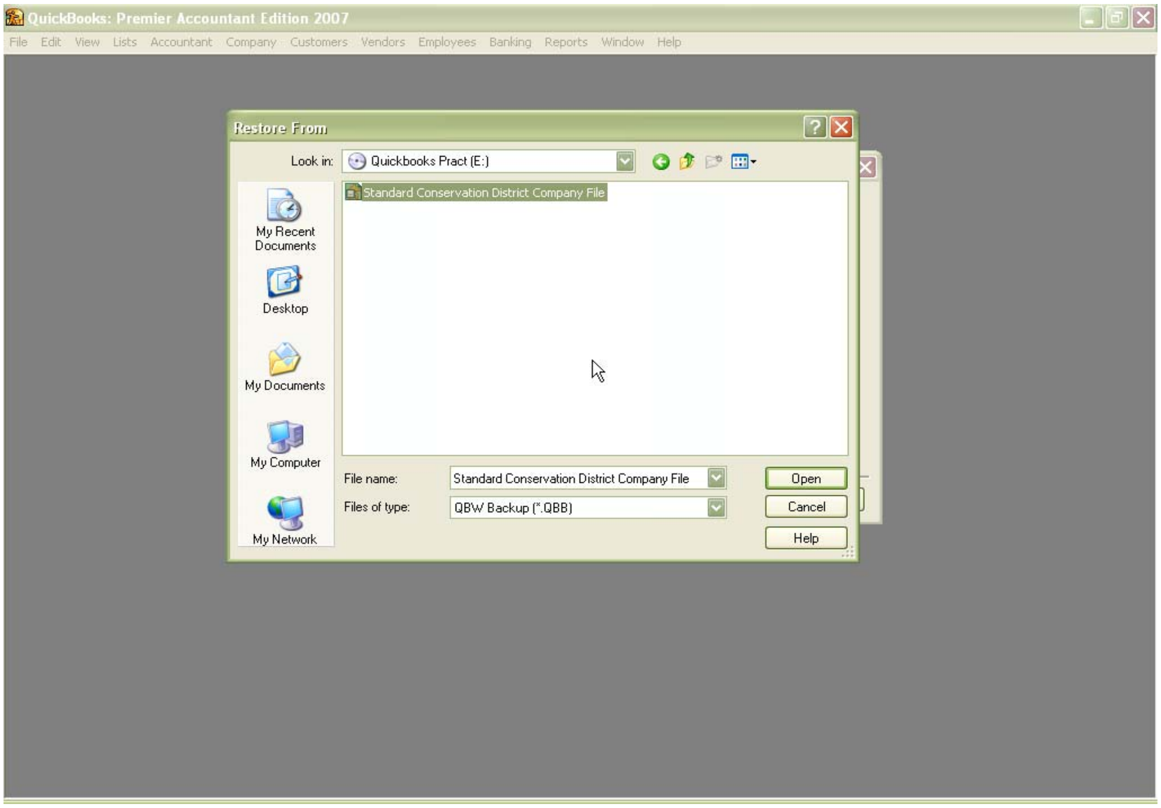
QuickBooks
Back
Next
Finish
Help
Cancel

5. Click the **Local backup** option.
6. Click **Next.**


Open Company: Type
What type of file do you want to open or restore?
● Open a company file (.QBW or .QBA)
▪ Opens a normal company file (.qbw)
▪ Opens an Accountant's Copy working file (.qba)
○ Restore a backup copy (.QBB)
▪ Retrieves a copy of everything you need for your company
○ Restore a portable file (.QBM)
▪ Recreate a company file that was stored as a portable file
QuickBooks
Back
Next
Finish
Help
Cancel

7. Click the **Open a company file** option.
8. The "Restore From" window will appear.
9. Use the pull-down menu to choose the applicable QuickBooks drive.


QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Restore From
Look in: Quickbooks Pract (E:)
My Recent Documents
Desktop
My Documents
My Computer
3½ Floppy (A:)
250gb (C:)
160gb (D:)
Quickbooks Pract (E:)
Removable Disk (F:)
MMC/SD (H:)
CompactFlashI/II (I:)
SmartMedia (J:)
MS/MS Pro (O:)
QuickBooks Data on 'karen' (Q:)
E on 'karen' (Y:)
Software on 'File Server (joe)' (Z:)
Shared Documents
My Documents
My Network Places
All Games
Applications
Class Schedule 6 Pages
IE Shortcuts
Music CD to Burn
PDF's
Remote Computers
website
YWCA User List
My Recent Documents
Desktop
My Documents
My Computer
My Network
7 12 37 PM)
Open
Cancel
Help

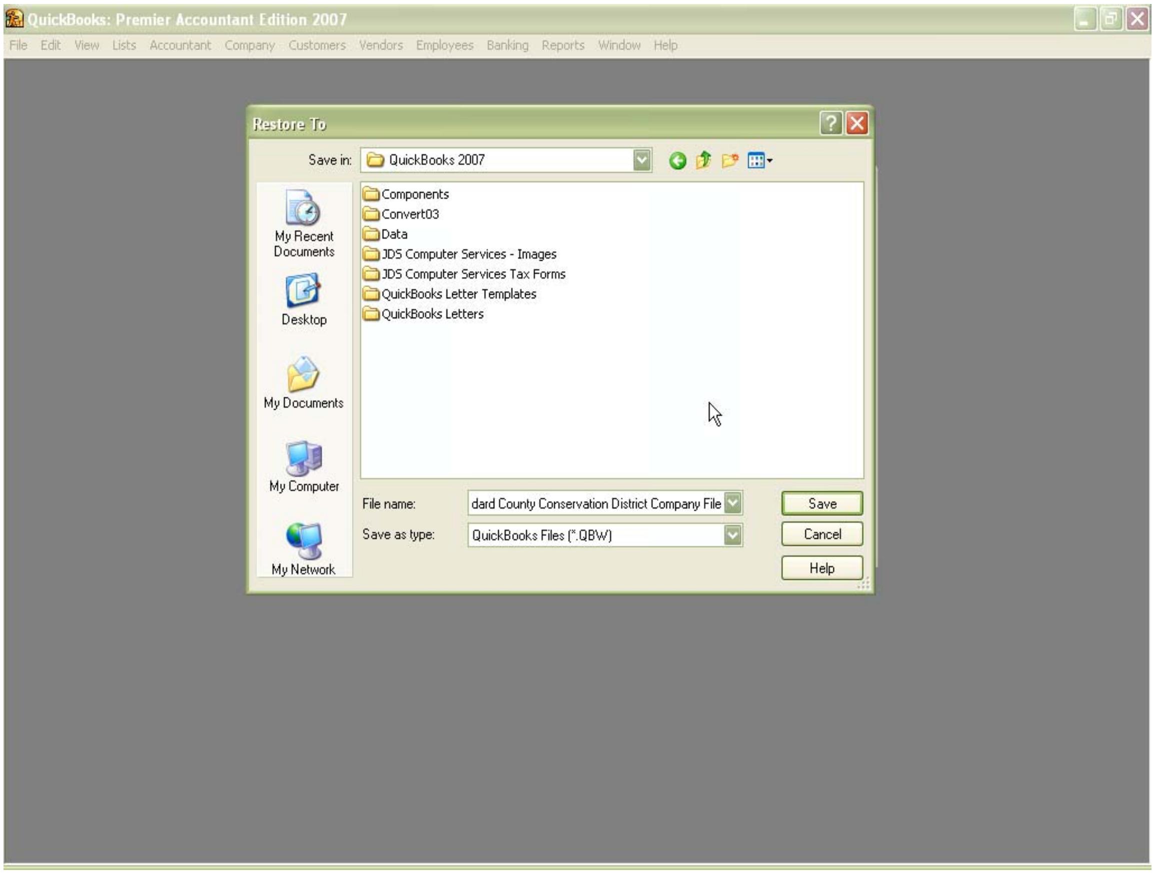

QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Restore From
Look in:
Quickbooks Pract (E:)
My Recent Documents
Desktop
My Documents
My Computer
My Network
Open
Cancel
Help

Standard Conservation District Company File

File name: Standard Conservation District Company File

Files of type: QBW Backup (*.QBB)

10. Double click on the **Standard County Conservation District Company File.**
11. Click **Open**.


QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Restore To
Save in:
QuickBooks 2007
My Recent Documents
Desktop
My Documents
My Computer
My Network
Save
Cancel
Help

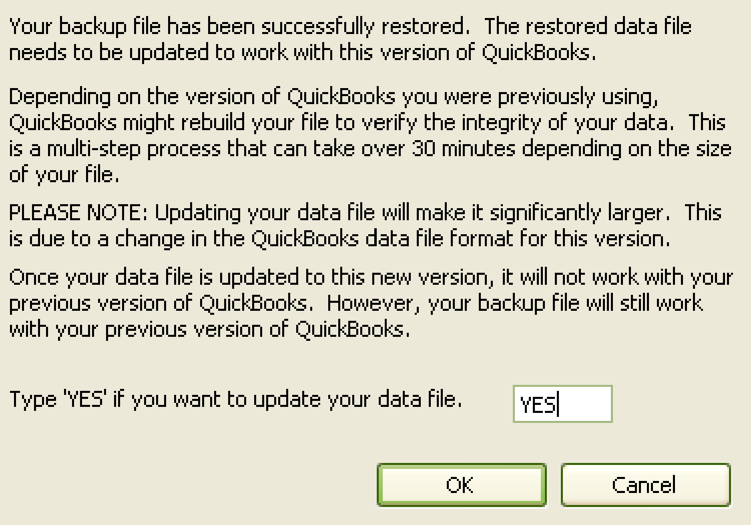
Components
Convert03
Data
JDS Computer Services - Images
JDS Computer Services Tax Forms
QuickBooks Letter Templates
QuickBooks Letters

File name: dard County Conservation District Company File

Save as type: QuickBooks Files (*.QBW)

12. In most cases, you will save your company file to your hard drive. However, if you are working in a network environment, you will need to choose a location that can be accessed by all authorized users.
13. At this point, you can also edit the File name so that it reads Standard County Conservation District, where Standard is the name of your county.
14. Click on the **Save** button.

Once the restore process is complete, QuickBooks should open the company file. If, however, you get a message indicating that the data is from a newer version of QuickBooks, you will need to download a maintenance release. Refer to the section on "Updating QuickBooks" for assistance on this.



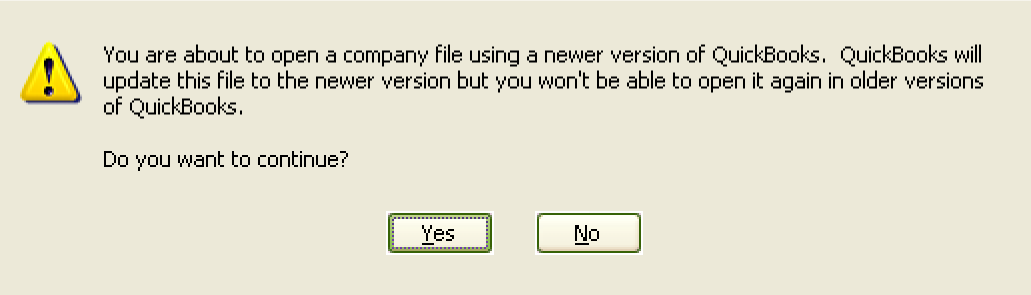
Your backup file has been successfully restored. The restored data file needs to be updated to work with this version of QuickBooks.

Depending on the version of QuickBooks you were previously using, QuickBooks might rebuild your file to verify the integrity of your data. This is a multi-step process that can take over 30 minutes depending on the size of your file.

PLEASE NOTE: Updating your data file will make it significantly larger. This is due to a change in the QuickBooks data file format for this version.

Once your data file is updated to this new version, it will not work with your previous version of QuickBooks. However, your backup file will still work with your previous version of QuickBooks.

Type 'YES' if you want to update your data file. YES



You are about to open a company file using a newer version of QuickBooks. QuickBooks will update this file to the newer version but you won't be able to open it again in older versions of QuickBooks.

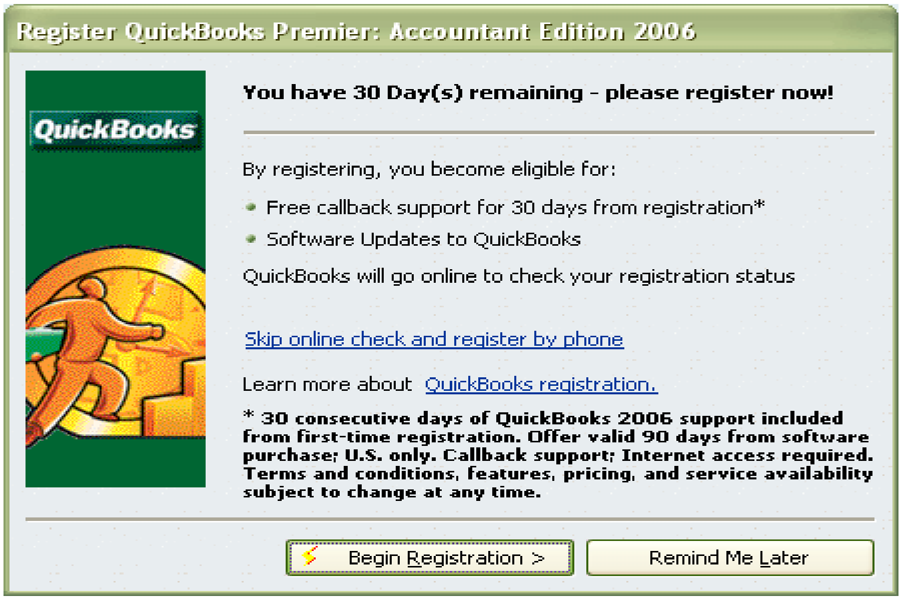
Do you want to continue?

- If you are told you need to update your QuickBooks file you will need to type in "**YES**" and click on the **OK** button.
- If you are restoring or opening a company file that has been password protected. You will need to enter a password for restore to work.

➢ *Registering Your QuickBooks Software*

Once you have installed your QuickBooks software you will need to register your copy of the software with Intuit, the manufacturers of the QuickBooks series and software. In order to do this, you will need to follow these steps:

1. Go to the **File** menu and choose **Register QuickBooks.**



Register QuickBooks Premier: Accountant Edition 2006
QuickBooks

You have 30 Day(s) remaining - please register now!

By registering, you become eligible for:

- Free callback support for 30 days from registration*
- Software Updates to QuickBooks

QuickBooks will go online to check your registration status

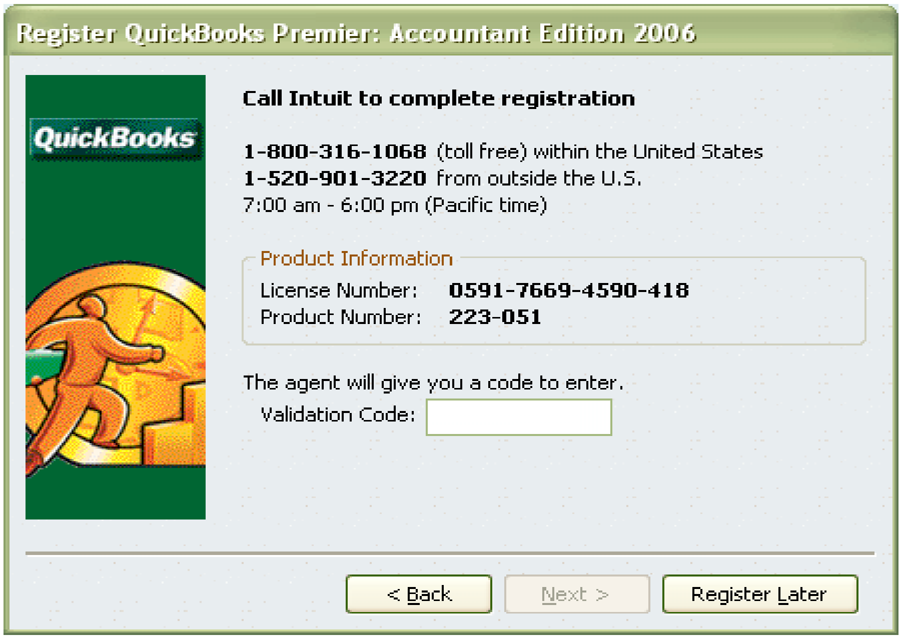
Skip online check and register by phone

Learn more about QuickBooks registration.

*** 30 consecutive days of QuickBooks 2006 support included from first-time registration. Offer valid 90 days from software purchase; U.S. only. Callback support; Internet access required. Terms and conditions, features, pricing, and service availability subject to change at any time.**

Begin Registration >
Remind Me Later

2. Click on **Skip online check and register by phone**.



Register QuickBooks Premier: Accountant Edition 2006
QuickBooks

Call Intuit to complete registration

1-800-316-1068 (toll free) within the United States
1-520-901-3220 from outside the U.S.
7:00 am - 6:00 pm (Pacific time)

Product Information
License Number: **0591-7669-4590-418**
Product Number: **223-051**

The agent will give you a code to enter.
Validation Code:

< Back
Next >
Register Later

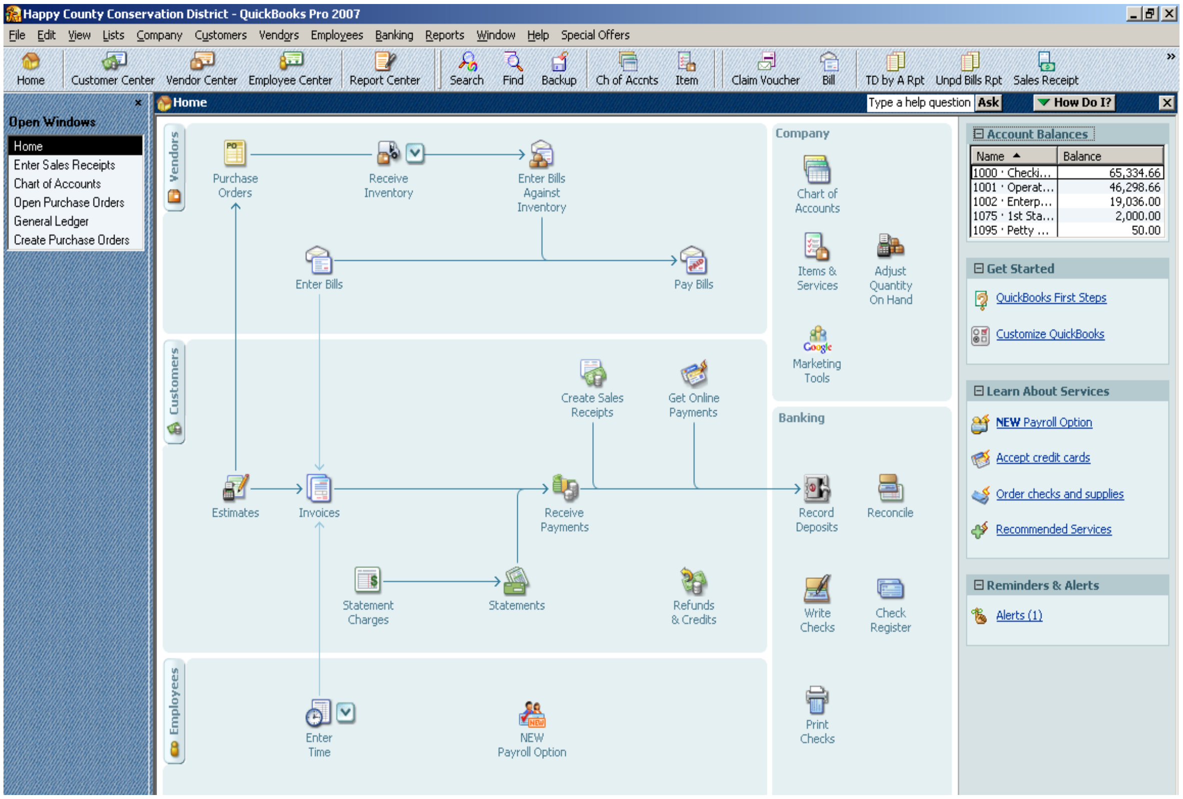
3. Call the number listed and give them the information they request.
4. Type in the registration number they give you. **Write that number down in a safe place, in case you ever need to reinstall QuickBooks.**

➢ *Looking at the Screen*

You will notice that the QuickBooks screen is much the same as any other Windows application. At the top of the screen you will see the file name you are currently using and to the right you will see the minimize screen, maximize screen, and close (exits QuickBooks) buttons. Under the file name is the Menu bar and under it is the Navigation/Icon bar. Under these is the title of the active window with the window close button.

The Home page is displayed below. It provides a clickable flow chart (click the icon for the task you want to do), shows account balances at a glance, and displays other features.

When you open a window in QuickBooks, it appears in front of other windows that you previously opened. The optional Open Window list keeps track of the windows that are open. Use the Open Window list to switch between windows while you work. To show the Open Window List, from the **View** menu, choose **Open Window List**.


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Find
Backup
Ch of Accnts
Item
Claim Voucher
Bill
TD by A Rpt
Unpd Bills Rpt
Sales Receipt
Open Windows
Home
Enter Sales Receipts
Chart of Accounts
Open Purchase Orders
General Ledger
Create Purchase Orders
Home
Type a help question
Ask
How Do I?
Vendors
Purchase Orders
Receive Inventory
Enter Bills Against Inventory
Enter Bills
Pay Bills
Customers
Create Sales Receipts
Get Online Payments
Estimates
Invoices
Receive Payments
Statement Charges
Statements
Refunds & Credits
Employees
Enter Time
NEW Payroll Option
Company
Chart of Accounts
Items & Services
Adjust Quantity On Hand
Marketing Tools
Banking
Record Deposits
Reconcile
Write Checks
Check Register
Print Checks
Account Balances
Get Started
QuickBooks First Steps
Customize QuickBooks
Learn About Services
NEW Payroll Option
Accept credit cards
Order checks and supplies
Recommended Services
Reminders & Alerts
Alerts (1)

Name	Balance
1000 · Checki...	65,334.66
1001 · Operat...	46,298.66
1002 · Enterp...	19,036.00
1075 · 1st Sta...	2,000.00
1095 · Petty ...	50.00

QuickBooks provides several ways for you to perform a task by using the Menu bar, Navigation/Icon bar, or the Home page. You choose the method that works best for you.

As you use different windows in QuickBooks it is important to know that clicking the **Next** button will record the entry while keeping the window open so you can enter another transaction. Clicking the **Previous** button will record the entry and display the previous entry in the form. The **OK** button will also record the entry but closes the window. Using the **Cancel** button will close the window without saving the current entry.

➢ *Working with Centers*

QuickBooks now puts all your critical business information in easy-to-read, easy-to-access centers. You can quickly analyze the information to make smarter and faster business decisions. You can go to one of the centers by clicking the appropriate button in the Icon bar (on the left side of the toolbar).

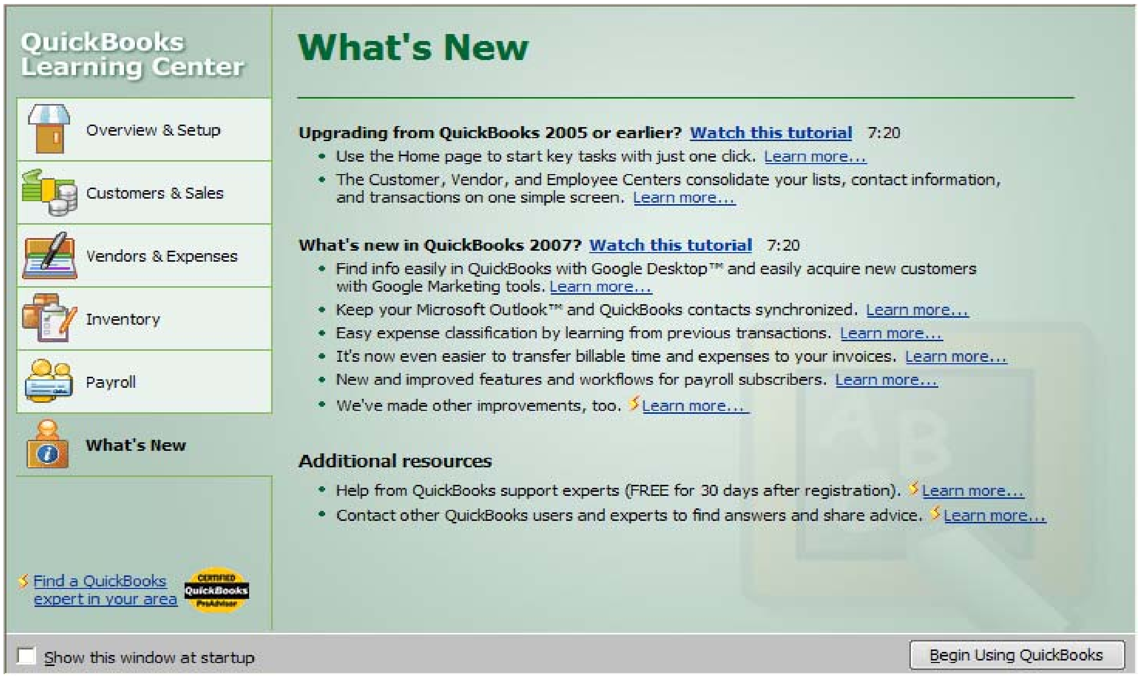
- The ***Customer Center*** focuses on customers, telling you what they owe, how to contact them, and more. Every company, organization, and person that you will be receiving money from will be entered as a customer.
- The ***Vendor Center*** focuses on vendors, telling you what you owe, how to contact them, and more. Every company, organization, and person that you will be paying, including employees (unless using QuickBooks Payroll Service), will be entered as a vendor.
- The ***Employee Center*** is used to manage payroll for those who are signed up for a QuickBooks Payroll Service (fee required), but anyone may use it to record employee contact information.

➢ *QuickBooks Help Features*

QuickBooks makes it very easy to get help. You can go to the **Help** menu and click **QuickBooks Help** or press **F1** to bring forth the Help window. You can use the **Index** tab to find topics for a specific term or concept or use the **Search** tab to ask a question.

The **How Do I** feature is located on every window in the program and will give help related just to that particular window and activity. Simply click the **How Do I** button and choose the topic which best meets your need for help.

Another help feature is the *QuickBooks Learning Center.* It offers short tutorials covering QuickBooks basics. When you begin using QuickBooks it will be one of the first things you'll see. To open later, go to the **Help** menu and click **Learning Center Tutorials**.



QuickBooks Learning Center
Overview & Setup
Customers & Sales
Vendors & Expenses
Inventory
Payroll
What's New
Find a QuickBooks expert in your area
CERTIFIED QuickBooks ProAdvisor
☐ Show this window at startup
Begin Using QuickBooks

What's New

Upgrading from QuickBooks 2005 or earlier? Watch this tutorial 7:20

- Use the Home page to start key tasks with just one click. Learn more...
- The Customer, Vendor, and Employee Centers consolidate your lists, contact information, and transactions on one simple screen. Learn more...

What's new in QuickBooks 2007? Watch this tutorial 7:20

- Find info easily in QuickBooks with Google Desktop™ and easily acquire new customers with Google Marketing tools. Learn more...
- Keep your Microsoft Outlook™ and QuickBooks contacts synchronized. Learn more...
- Easy expense classification by learning from previous transactions. Learn more...
- It's now even easier to transfer billable time and expenses to your invoices. Learn more...
- New and improved features and workflows for payroll subscribers. Learn more...
- We've made other improvements, too. Learn more...

Additional resources

- Help from QuickBooks support experts (FREE for 30 days after registration). Learn more...
- Contact other QuickBooks users and experts to find answers and share advice. Learn more...

➢ *QuickBooks Updates*

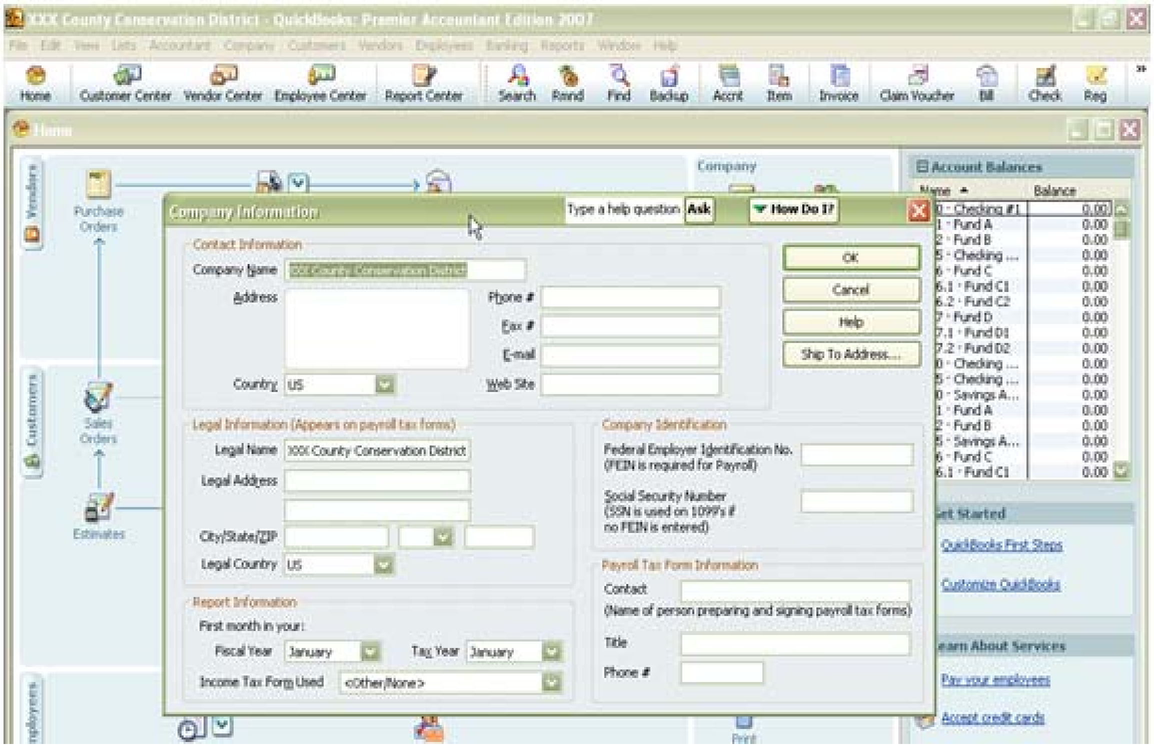
Intuit provides updates to QuickBooks periodically that can be downloaded from the internet. QuickBooks is initially setup to automatically download updates. For those of you using an USDA internet connection, the IT Specialist may need to perform this manually. Please check with the IT Specialist to see if the QuickBooks updates can be manually downloaded by you or if he/she must periodically download the updates for you.

➢ *Customizing the Standard Conservation District Company File*

Okay, you have installed and registered the software and successfully restored the Standard Conservation District Company file. Now it is time to CUSTOMIZE.

Let’s start by putting in the conservation district name, address, etc. To do this, follow these steps:

1. Go to the **Company** menu and choose **Company Information.**


XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Rmnd
Find
Backup
Accnt
Item
Invoice
Claim Voucher
Bill
Check
Reg
Home
Vendors
Purchase Orders
Customers
Sales Orders
Estimates
Company
Account Balances
Name
Balance
Get Started
QuickBooks First Steps
Customize QuickBooks
Learn About Services
Pay your employees
Accept credit cards
Company Information
Type a help question
Ask
How Do I?
Contact Information
Company Name
Address
Phone #
Fax #
E-mail
Web Site
Country
OK
Cancel
Help
Ship To Address...
Legal Information (Appears on payroll tax forms)
Legal Name
Legal Address
City/State/ZIP
Legal Country
Company Identification
Federal Employer Identification No. (FEIN is required for Payroll)
Social Security Number (SSN is used on 1099's if no FEIN is entered)
Payroll Tax Form Information
Contact
(Name of person preparing and signing payroll tax forms)
Title
Phone #
Report Information
First month in your:
Fiscal Year
Tax Year
Income Tax Form Used

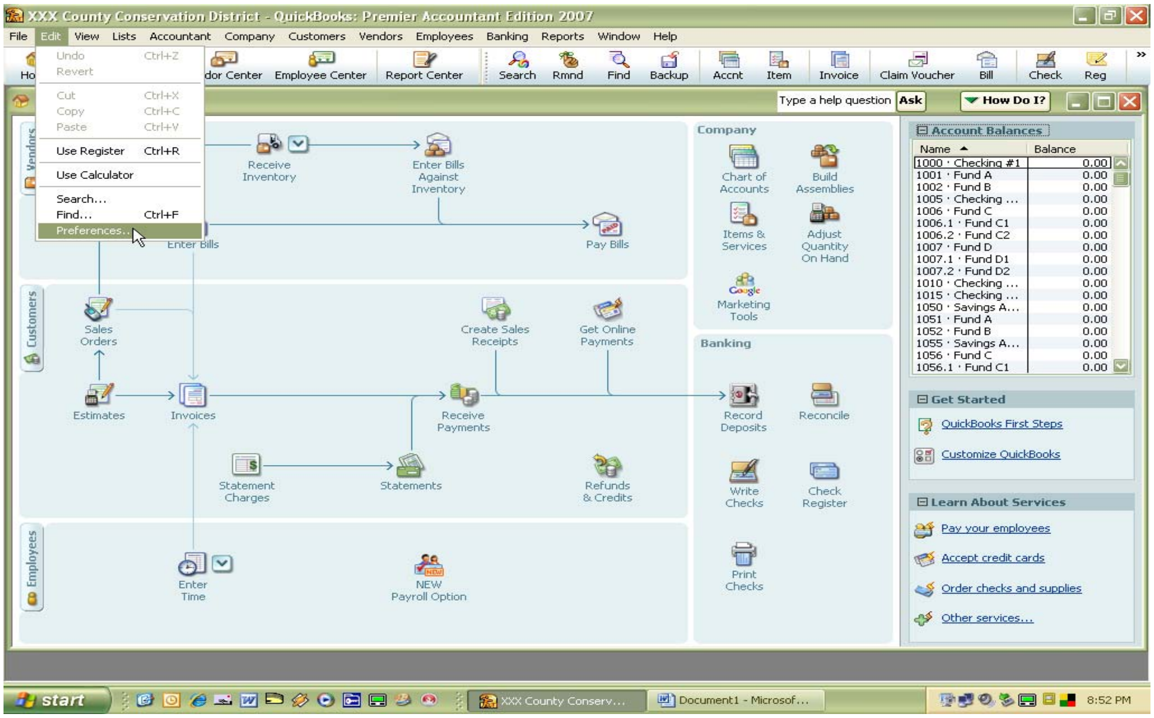
Company Name: XXX County Conservation District
Country: US
Legal Name: XXX County Conservation District
Legal Country: US
Fiscal Year: January
Tax Year: January
Income Tax Form Used: <Other/None>

2. Replace the **XXX** County Conservation District with the name of your conservation district.
3. Fill in your **Address – City – State – Zip.**
4. Fill in your **Phone** and **Fax** numbers**.**
5. Fill in your Federal Employer Identification Number (this is required if you use the QuickBooks Payroll Service).
6. When all fields are completed, click the **OK** button.

➢ *Editing the Preferences*

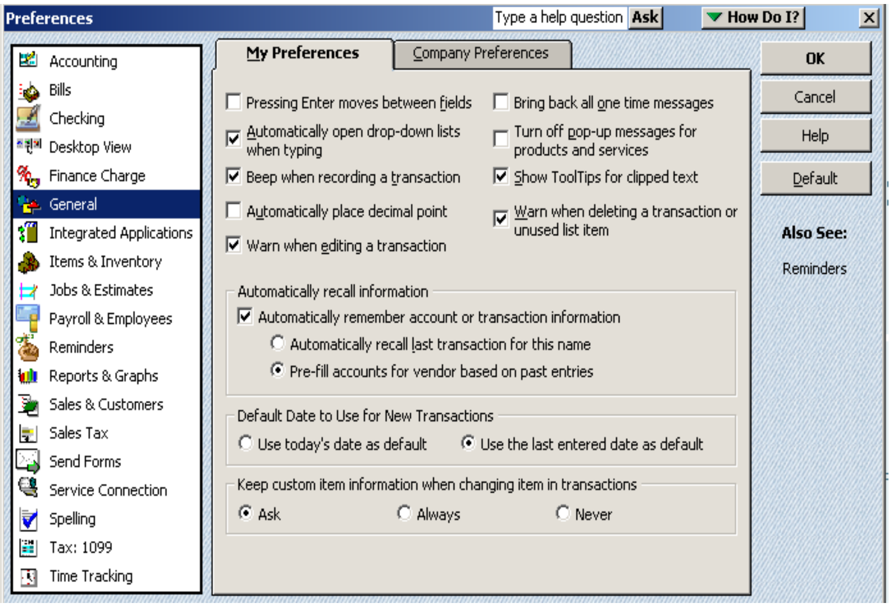
Preferences are settings that can be set for your company file (Company Preferences) as well as preferences that only affect your computer (Personal Preferences).

1. To review the preferences, go to the **Edit** menu, and click **Preferences.**


XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
File
Edit
View
Lists
Accountant
Company
Customers
Vendors
Employees
Banking
Reports
Window
Help
Undo Ctrl+Z
Revert
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Use Register Ctrl+R
Use Calculator
Search...
Find... Ctrl+F
Preferences...
Ho
dor Center
Employee Center
Report Center
Search
Rmnd
Find
Backup
Accnt
Item
Invoice
Claim Voucher
Bill
Check
Reg
Type a help question
Ask
How Do I?
Vendors
Customers
Employees
Receive Inventory
Enter Bills Against Inventory
Enter Bills
Pay Bills
Sales Orders
Create Sales Receipts
Get Online Payments
Estimates
Invoices
Receive Payments
Statement Charges
Statements
Refunds & Credits
Enter Time
NEW Payroll Option
Company
Chart of Accounts
Build Assemblies
Items & Services
Adjust Quantity On Hand
Marketing Tools
Banking
Record Deposits
Reconcile
Write Checks
Check Register
Print Checks
Account Balances
Get Started
QuickBooks First Steps
Customize QuickBooks
Learn About Services
Pay your employees
Accept credit cards
Order checks and supplies
Other services...
start
XXX County Conserv...
Document1 - Microsof...
8:52 PM

Name	Balance
1000 · Checking #1	0.00
1001 · Fund A	0.00
1002 · Fund B	0.00
1005 · Checking ...	0.00
1006 · Fund C	0.00
1006.1 · Fund C1	0.00
1006.2 · Fund C2	0.00
1007 · Fund D	0.00
1007.1 · Fund D1	0.00
1007.2 · Fund D2	0.00
1010 · Checking ...	0.00
1015 · Checking ...	0.00
1050 · Savings A...	0.00
1051 · Fund A	0.00
1052 · Fund B	0.00
1055 · Savings A...	0.00
1056 · Fund C	0.00
1056.1 · Fund C1	0.00

2. When the **Preferences** window opens you will notice that there are two "tabs" in the **Preferences** window: **My Preferences** and **Company Preferences**. Items listed under **My Preferences** affect only your workstation and are designed to customize the software to the user. Whereas, **Company Preferences** affect all users of the QuickBooks file. Most of the **Company Preferences** have already been set for you.


Preferences
Type a help question
Ask
How Do I?
Accounting
Bills
Checking
Desktop View
Finance Charge
General
Integrated Applications
Items & Inventory
Jobs & Estimates
Payroll & Employees
Reminders
Reports & Graphs
Sales & Customers
Sales Tax
Send Forms
Service Connection
Spelling
Tax: 1099
Time Tracking
My Preferences
Company Preferences
OK
Cancel
Help
Default
Also See:
Reminders

☐ Pressing Enter moves between fields
☑ Automatically open drop-down lists when typing
☑ Beep when recording a transaction
☐ Automatically place decimal point
☑ Warn when editing a transaction
☐ Bring back all one time messages
☐ Turn off pop-up messages for products and services
☑ Show ToolTips for clipped text
☑ Warn when deleting a transaction or unused list item

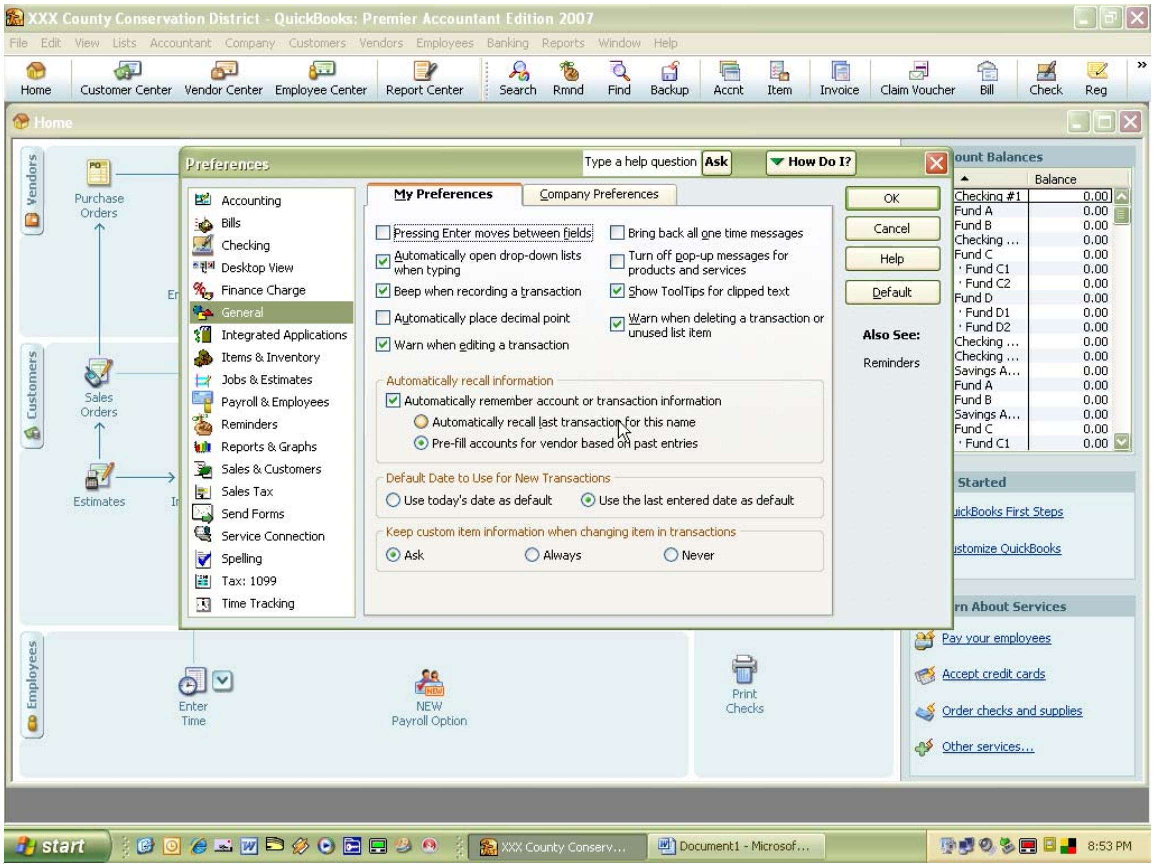
Automatically recall information
☑ Automatically remember account or transaction information
○ Automatically recall last transaction for this name
● Pre-fill accounts for vendor based on past entries

Default Date to Use for New Transactions
○ Use today's date as default ● Use the last entered date as default

Keep custom item information when changing item in transactions
● Ask ○ Always ○ Never

Let’s practice changing one of the personal preferences.

1. Click **General** in the list on the left in the **Preferences** window.
2. Make sure the **My Preferences** tab is active.
3. Click the blank checkbox next to “Pressing Enter moves between fields.”
4. Click the **OK** button to save the changes.


XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Rmnd
Find
Backup
Accnt
Item
Invoice
Claim Voucher
Bill
Check
Reg
Home
Vendors
Customers
Employees
Purchase Orders
Sales Orders
Estimates
Enter Time
NEW Payroll Option
Print Checks
Preferences
Type a help question
Ask
How Do I?
Accounting
Bills
Checking
Desktop View
Finance Charge
General
Integrated Applications
Items & Inventory
Jobs & Estimates
Payroll & Employees
Reminders
Reports & Graphs
Sales & Customers
Sales Tax
Send Forms
Service Connection
Spelling
Tax: 1099
Time Tracking
My Preferences
Company Preferences
OK
Cancel
Help
Default
Also See:
Reminders
Started
uickBooks First Steps
ustomize QuickBooks
rn About Services
Pay your employees
Accept credit cards
Order checks and supplies
Other services...
start
XXX County Conserv...
Document1 - Microsof...
8:53 PM

☐ Pressing Enter moves between fields
☑ Automatically open drop-down lists when typing
☑ Beep when recording a transaction
☐ Automatically place decimal point
☑ Warn when editing a transaction
☐ Bring back all one time messages
☐ Turn off pop-up messages for products and services
☑ Show ToolTips for clipped text
☑ Warn when deleting a transaction or unused list item

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Default Date to Use for New Transactions
○ Use today's date as default ● Use the last entered date as default

Keep custom item information when changing item in transactions
● Ask ○ Always ○ Never

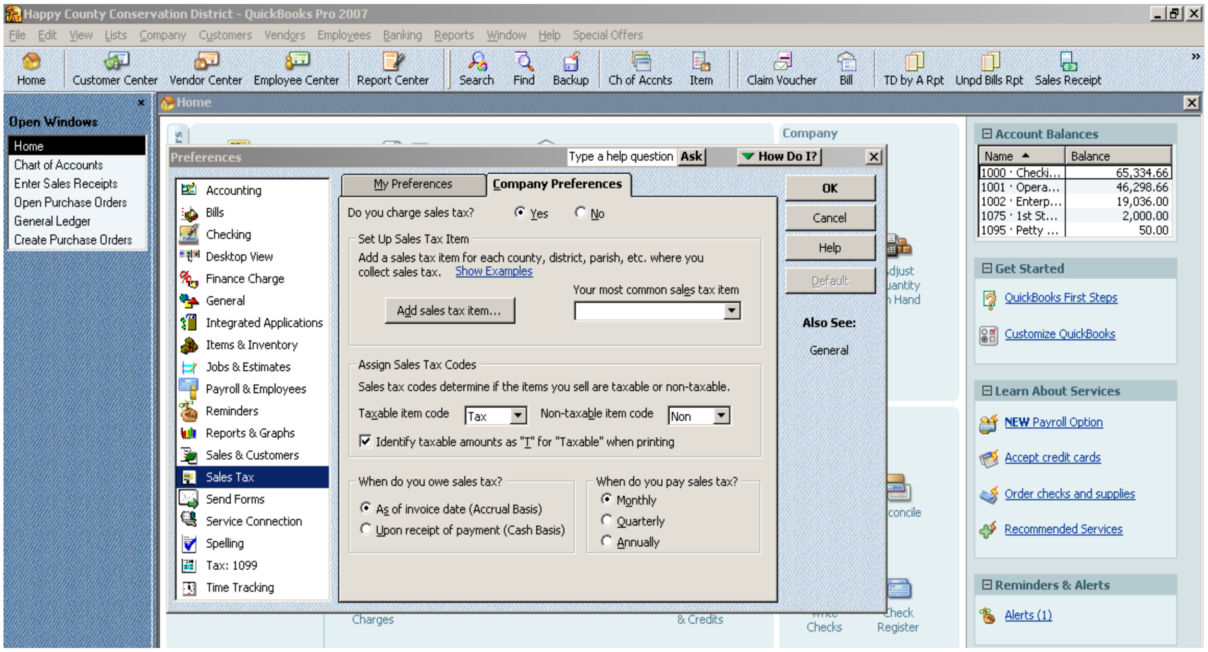
ount Balances

	Balance
Checking #1	0.00
Fund A	0.00
Fund B	0.00
Checking ...	0.00
Fund C	0.00
· Fund C1	0.00
· Fund C2	0.00
Fund D	0.00
· Fund D1	0.00
· Fund D2	0.00
Checking ...	0.00
Checking ...	0.00
Savings A...	0.00
Fund A	0.00
Fund B	0.00
Savings A...	0.00
Fund C	0.00
· Fund C1	0.00

➢ *Collecting Sales Tax*

If your district collects Sales Tax you will need to set that up in the **Company Preferences**.

1. Go to the **Edit** menu click **Preferences.**
2. Click **Sales Tax** in the list on the left in the **Preferences** window.
3. Click the **Company Preferences** tab at the top.
4. Select **Yes** to **“Do you charge sales tax?”**
5. Click the **Add sales tax item** button. Sale Tax Items are used to calculate and add sales tax charges when you make a taxable sale.


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home Customer Center Vendor Center Employee Center Report Center Search Find Backup Ch of Accnts Item Claim Voucher Bill TD by A Rpt Unpd Bills Rpt Sales Receipt
Open Windows
Home
Chart of Accounts
Enter Sales Receipts
Open Purchase Orders
General Ledger
Create Purchase Orders
Preferences
Type a help question Ask
How Do I?
Accounting
Bills
Checking
Desktop View
Finance Charge
General
Integrated Applications
Items & Inventory
Jobs & Estimates
Payroll & Employees
Reminders
Reports & Graphs
Sales & Customers
Sales Tax
Send Forms
Service Connection
Spelling
Tax: 1099
Time Tracking
My Preferences
Company Preferences
OK
Cancel
Help
Default
Also See:
General
Add sales tax item...
Show Examples
Company
Account Balances
Get Started
QuickBooks First Steps
Customize QuickBooks
Learn About Services
NEW Payroll Option
Accept credit cards
Order checks and supplies
Recommended Services
Reminders & Alerts
Alerts (1)
Charges
& Credits
Checks
Check Register

Do you charge sales tax? ● Yes ○ No

Set Up Sales Tax Item

Add a sales tax item for each county, district, parish, etc. where you collect sales tax.

Your most common sales tax item

Assign Sales Tax Codes

Sales tax codes determine if the items you sell are taxable or non-taxable.

Taxable item code: Tax

Non-taxable item code: Non

☑ Identify taxable amounts as "T" for "Taxable" when printing

When do you owe sales tax?

● As of invoice date (Accrual Basis)

○ Upon receipt of payment (Cash Basis)

When do you pay sales tax?

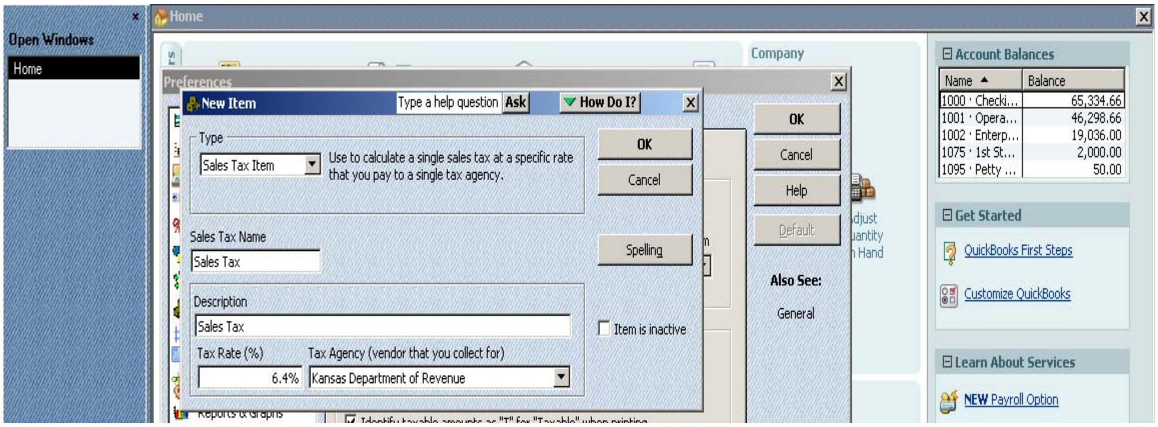
● Monthly

○ Quarterly

○ Annually

Name	Balance
1000 · Checki...	65,334.66
1001 · Opera...	46,298.66
1002 · Enterp...	19,036.00
1075 · 1st St...	2,000.00
1095 · Petty ...	50.00

6. From the drop-down list click **Sales Tax Item**.
7. Enter **Sales Tax** in the Sales Tax Name field.
8. “Sales Tax” will default in the Description field, which is fine. This is what will appear as a line item on your sales form.
9. Enter the applicable sales tax rate.
10. Select the Tax Agency from the drop-down Vendor List. If not listed, select **Add New** and complete the agency information in the New Vendor window.
11. Click **OK** to close the **New Vendor** window.



Type: Sales Tax Item
Use to calculate a single sales tax at a specific rate that you pay to a single tax agency.

Sales Tax Name: Sales Tax

Description: Sales Tax

Tax Rate (%): 6.4%

Tax Agency (vendor that you collect for): Kansas Department of Revenue

☐ Item is inactive

Account Balances

Name	Balance
1000 · Checki...	65,334.66
1001 · Opera...	46,298.66
1002 · Enterp...	19,036.00
1075 · 1st St...	2,000.00
1095 · Petty ...	50.00

12. Click **OK** to close the **New Item** window.
13. QuickBooks creates two sales tax codes and these should be all you'll need to use.
14. Select the sales tax item you want to use from the **Your most common sales tax item** drop-down list.
15. Select **Upon receipt of payment** under "When do you owe sales tax?"
16. Choose the applicable response under "When do you pay sales tax?"
17. Click **OK**.
18. If you have already set up your items and customers, you'll be prompted to assign a taxable sales tax code. Click **OK** if most are taxable, if not, clear the checkboxes and click **OK**. (At any time you can edit items and customers to change the Tax Code when needed.)

When the sales tax function is turned on, QuickBooks will create a new account, possibly 2000, "Sales Tax Payable." Every time sales tax is charged when using a sales receipt or invoice, the sales tax will increase the balance in this account. Then when the district pays sales tax from the **Vendor Navigator**, the payment will reduce the balance in this account. The account's main purpose is to keep track of sales tax charged and paid in to the Kansas Department of Revenue.

➢*Entering Opening Balances*

We recommend entering beginning balances after receiving the bank statement(s). Section A of the following will apply to most Districts.

At this point you need to make some decisions.

Question #1: What do your financial statements currently show in terms of assets and liabilities? Do you have any assets other than cash? Any liabilities? Receivables? Inventory?

Question #2: Will you be running QUICKBOOKS parallel to your current accounting system?

Question #3: Assuming that you have no assets other than cash and no liabilities, do you want your year-to-date balances to match or do you merely want to compare monthly activity?

Section A: **In the event that you only have cash, you will be running parallel to your current accounting system and the year-to-date balances do not need to match, you can use these simple procedures.**

1. Make a Journal Entry to record the beginning balances in each cash account (Banking>Make Journal Entry.)
    a. The entry should be dated one day prior to your start date. So if you choose December 1st for your start date, the journal entry should be dated November 30.
    b. Debit each cash account for the bank balance (not the reconciled book balance). If a cash account has as a negative bank balance, you should credit the account, rather than debt it.
    c. After you have entered a balance for each cash account, you should have a remaining balance (probably a credit), code this balance to account #3900 Retained Earnings.
2. Enter Outstanding Checks and Outstanding Deposits.
    a. Use the Write Checks and Make Deposits options to key each outstanding check and outstanding deposit.
    b. You may use the original dates of the transactions or simply date them the same as your journal entry from step 1 (above).

Section B: **If you only have cash, but you want your year-to-date balances to match.**

1. Complete Step 1 from Section A.
2. Complete Step 2 from Section A, but code the checks and deposits to account #3900 Retained Earnings.
3. Make a Journal Entry to key year-to-date income and expenses.
    a. Again, date the entry one-day prior to your Start Date.
    b. Each line on the journal entry will represent a year-to-date balance in either an income or an expense account. Generally income accounts carry a credit balance and, therefore, you will enter those balances in the credit column. Similarly, expenses generally carry a debit balance, so you will enter those balances in the debit column.
    c. When you have finished, the remaining balance should equal your net income or loss for the year. Code this amount to account #3900 Retained Earnings.

Section C: **If you have assets and liabilities other than cash, including inventory.**

1. Complete Step 1 from Section A, but expand the journal entry to include line items for each asset and liability account, except accounts receivable, accounts payable, and inventory.
2. Complete Steps 2 and 3 from Section B.
3. Use Invoice and Bill options to enter outstanding receivables and payables.
    a. Create an Item for Beginning Balances and have it "point to" account #3900 Retained Earnings.
    b. Use the Item created in 4a to enter an Invoice or Bill for each outstanding receivable and payable.
4. Enter beginning inventory balances through an inventory adjustment.
    a. Refer to the QUICKBOOKS help menu for additional instruction on adjusting inventory.
    b. Adjust the Quantity and Value of each item in inventory. (Most will not use.)
    c. Date the adjustment one day prior to the Start Date.
    d. The Adjustment Account should be account #3900 Retained Earnings.

➢*Data Entry Quick Tips*

Now that we have set up your "company," let's learn some quick ways to get around in QuickBooks. After we review these quick tips you can continue and add some accounts, items, customers and vendors. Once these are added to our company we can then learn how to generate the reports we need for the conservation district.

EFFECT YOU WANT TO ACCOMPLISH	**SHORT KEY**
To increase a date or form number	+
To decrease a date or form number	**-**
To change date to the end of the year	**R (yeaR)**
To change date to the beginning of the year	**Y (Year)**
To change date to end of the month	**H (montH)**
To change date to beginning of the month	**M (Month)**
To change date to today's date	**T**
To move to the next field	**Tab**
To move to the previous field	**Shift + Tab**
To cancel a transaction or close a window	**Esc**
To undo changes made to a field	**Ctrl + Z**
To move to line above in detail area	**Up Arrow**
To move to line below in detail area	**Down Arrow**

You also always have a built in calculator if you are in an amount field, all you need to do is type in the first number and then hit the + (for Addition) – (for Subtraction) / (for Division) or * (for Multiplication). Just continue with all the numbers and then press Enter for =.

➢ *QuickBooks Lists*

QuickBooks lists organize a wide variety of information and it is this information that is used to fill out the forms and reports. The primary lists that conservation districts use are the Chart of Accounts, Items List, Class List, Customer & Job List, Vendor List, and Employee List (primarily for those with a payroll subscription).

➢ *Types of Accounts*

There are two main types of accounts in the QuickBooks Chart of Accounts: Balance Sheet Accounts and Income and Expense Accounts.

Balance Sheet Accounts

QuickBooks provides nine types of balance sheet accounts to choose from as you create and add to your Chart of Accounts. The following table describes each type of balance sheet account and the transactions you can use it for.

Type of Account	***Transactions you can use it for***
Bank	Checking, savings, and money market accounts. Add one bank account for every account your company has at a bank or other financial institution. (You can also use this type for petty cash.)
Accounts receivable	(A/R) Transactions related to the customers that owe you money, including invoices, payments, deposits of payments, refunds, credit memos, and statements. Most companies have only one A/R account.
Other current asset	Assets that are likely to be converted to cash or used up within one year notes receivable due within a year, prepaid expenses, and security deposits.
Fixed asset	Depreciable assets your company owns that aren't likely to be converted into cash within a year, such as equipment or furniture.
Other asset	Any asset that is neither a current asset nor a fixed asset, such as long-term notes receivable.
Accounts payable	(A/P) Transactions related to money you owe, including bills, bill payments, and any credit you have with vendors. See also current and long-term liability accounts.
Credit Card	Credit card purchases, bills, and payments.
Current liability	Liabilities that are scheduled to be paid within one year, such as sales tax, payroll taxes, accrued or deferred salaries, and short-term loans.
Long-term Liability	Liabilities such as loans or mortgages scheduled to be paid over periods longer than one year.
Equity	Owner's equity, including capital investment, drawings, and retained earnings.

Income & Expense Accounts

Type of Account	*Used to track*
Income	The main source of money coming into your company.
Other income	Money received for something other than normal business operations, such as interest income.
Expense	Money that's leaving your company.
Other expense	Money spent on something other than normal business operations, such as corporate taxes.
Cost of Goods sold	The cost of goods and materials held in inventory and then sold.

➢ *Working With Your Chart of Accounts*

The Chart of Accounts is a complete list of your business accounts and their balances. The Standard Company File has a on a wide range of accounts currently used by districts across the State using the standard account numbers. It is not intended to be comprehensive, but should include a majority of the general ledger accounts that you will need. You may add or delete accounts as necessary. However, we recommend that you do not delete any for a few months until you have worked with it for a while. That way, you can be sure whether or not you need the accounts.

The Chart of Accounts, a copy of which is located in the Appendix, has been organized in a series of "header" accounts and "subaccounts." Each header account is designed to be a line item on the conservation district's year-end Statement of Cash Receipts and Cash Disbursements. Please keep this in mind when you are making changes to the Chart of Accounts.

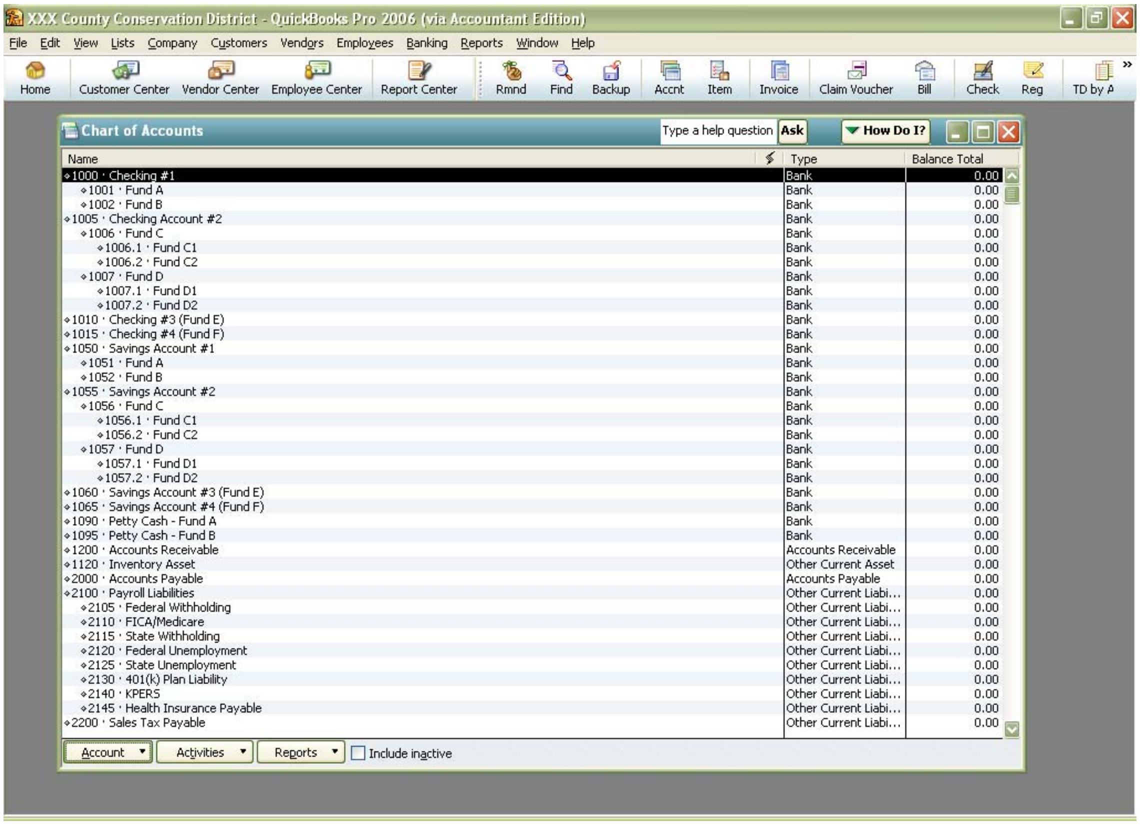
Account numbers are used to provide a method for classifying accounts. They are also used as a unique identifier to each account so there is no confusion if there are similar accounts in two different sections of the financial section. Account numbers may be turned off in the Preferences, however we recommend using them.

When creating a subaccount you must create two subaccounts. You will no longer code transactions to the main account. Instead, you will code transactions to the subaccounts. The theory is that you are "splitting" the account, and therefore, you will have at least two subaccounts.

➢ *Editing Bank Accounts*

There are two methods to choose from when setting up the checking and saving bank accounts in the Chart of Accounts. The method that you choose will be determined by the district's current accounting procedures.

If two or more funds are tracked within one bank account, you will use the Multiple Fund Method. On the other hand, if each fund has its own bank account, you will use the Single Fund Method.


XXX County Conservation District - QuickBooks Pro 2006 (via Accountant Edition)
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help
Home
Customer Center
Vendor Center
Employee Center
Report Center
Rmnd
Find
Backup
Accnt
Item
Invoice
Claim Voucher
Bill
Check
Reg
TD by A
Chart of Accounts
Type a help question
Ask
How Do I?
Account
Activities
Reports
☐ Include inactive

Name	Type	Balance Total
1000 · Checking #1	Bank	0.00
1001 · Fund A	Bank	0.00
1002 · Fund B	Bank	0.00
1005 · Checking Account #2	Bank	0.00
1006 · Fund C	Bank	0.00
1006.1 · Fund C1	Bank	0.00
1006.2 · Fund C2	Bank	0.00
1007 · Fund D	Bank	0.00
1007.1 · Fund D1	Bank	0.00
1007.2 · Fund D2	Bank	0.00
1010 · Checking #3 (Fund E)	Bank	0.00
1015 · Checking #4 (Fund F)	Bank	0.00
1050 · Savings Account #1	Bank	0.00
1051 · Fund A	Bank	0.00
1052 · Fund B	Bank	0.00
1055 · Savings Account #2	Bank	0.00
1056 · Fund C	Bank	0.00
1056.1 · Fund C1	Bank	0.00
1056.2 · Fund C2	Bank	0.00
1057 · Fund D	Bank	0.00
1057.1 · Fund D1	Bank	0.00
1057.2 · Fund D2	Bank	0.00
1060 · Savings Account #3 (Fund E)	Bank	0.00
1065 · Savings Account #4 (Fund F)	Bank	0.00
1090 · Petty Cash - Fund A	Bank	0.00
1095 · Petty Cash - Fund B	Bank	0.00
1200 · Accounts Receivable	Accounts Receivable	0.00
1120 · Inventory Asset	Other Current Asset	0.00
2000 · Accounts Payable	Accounts Payable	0.00
2100 · Payroll Liabilities	Other Current Liabi...	0.00
2105 · Federal Withholding	Other Current Liabi...	0.00
2110 · FICA/Medicare	Other Current Liabi...	0.00
2115 · State Withholding	Other Current Liabi...	0.00
2120 · Federal Unemployment	Other Current Liabi...	0.00
2125 · State Unemployment	Other Current Liabi...	0.00
2130 · 401(k) Plan Liability	Other Current Liabi...	0.00
2140 · KPERS	Other Current Liabi...	0.00
2145 · Health Insurance Payable	Other Current Liabi...	0.00
2200 · Sales Tax Payable	Other Current Liabi...	0.00

The ***Multiple Fund Method*** is illustrated using Checking Account #1 and Checking Account #2 above. This method uses a "header account" or "title account." A header or title account is an account to which no transactions will be posted. Rather, the transactions will be posted to the "subaccounts," which will represent each of the district's funds. At the end of the banking cycle, when the account is reconciled, it is the header account that will be reconciled. The header account combines the registers of each of the subaccounts, allowing you to reconcile the entire bank account at once rather than trying to reconcile each fund separately.

The ***Single Fund Method*** is illustrated in the Checking Account #3 and Checking Account #4. This method is best suited to those districts that have a separate bank account for each fund.

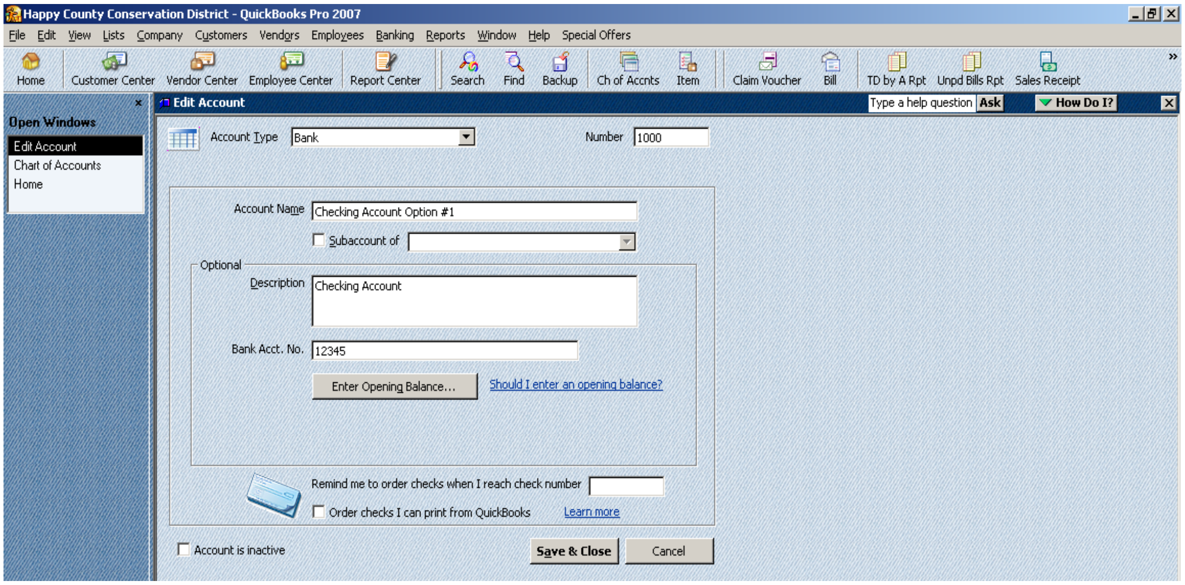
Given QuickBooks ability to keep subaccount registers; you may want to consider changing to the ***Multiple Fund Method,*** particularly if you are incurring bank service charges on each of your checking accounts. The ***Multiple Fund Method*** will also cut down on administrative time to reconcile the account since you will only need to reconcile one account.

Tip- You can order different colored checks or use a different check numbering sequence for each of the sub-accounts. This allows you to differentiate between the funds without needing separate checking accounts.

Both of these methods were setup in the customized file for conservation districts. The Chart of Accounts must be edited to reflect your district's bank accounts.

In order to do this, follow these steps:

1. Go to the **Icon** menu and click the **Chart of Accounts** icon (if icon has not been created, go to **List** menu and click **Chart of Accounts)**.
2. Click on the line of the bank account that you want to edit.
3. Click the **Account** button (bottom of screen) and then click **Edit Account.**


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home Customer Center Vendor Center Employee Center Report Center Search Find Backup Ch of Accnts Item Claim Voucher Bill TD by A Rpt Unpd Bills Rpt Sales Receipt
Open Windows
Edit Account
Chart of Accounts
Home
Edit Account
Type a help question Ask
How Do I?
Optional
Enter Opening Balance...
Should I enter an opening balance?
Learn more
Save & Close
Cancel

Account Type: Bank

Number: 1000

Account Name: Checking Account Option #1

☐ Subaccount of

Description: Checking Account

Bank Acct. No.: 12345

Remind me to order checks when I reach check number

☐ Order checks I can print from QuickBooks

☐ Account is inactive

4. Modify the **Account Name**, enter the Bank Acct. No.
5. Click **Save & Close.**
6. Repeat steps 2-5 for each applicable bank account.
   - If your district has one checking account to manage two funds:
     - Edit the bank account with the number 1000 by entering the name of the bank (i.e. 1st State Bank) in the **Account Name** field.
     - Edit 1001 to read "Operations Fund, Checking" and 1002 as the "Enterprise Fund, Checking" or similar wording.

   - If your district has one checking account to manage two funds and sub-funds:
     - Edit the bank account with the number 1005 by entering the name of bank (i.e. 1st State Bank) in the **Account Name** field.
     - Edit 1006 to read "Operations Fund Checking" with 1006.1 as "Operations" and 1006.2 can be "NPS" (or whatever).
     - Edit 1007 to read "Enterprise Fund Checking" with 1007.1 as "Enterprise" and 1007.2 be assigned a name to track grant money, for example.

   - If your district has separate checking accounts to manage the Operations and Enterprise Funds:
     - Edit the bank account with the number 1010 by entering the name of bank with the fund type (i.e., 1st State Bank-Operations Fund) in the **Account Name** field. There are a limited number of character spaces, so you may need to abbreviate.
     - Edit the bank account with the number 1015 by entering the name of bank with the fund type (i.e., Bank of America-Enterprise Fund) in the **Account Name** field.

Each savings account and Certificates of Deposit can be set up and reconciled in the same manner. These should not be set up as subaccounts if they have their own bank account number.

Even though Petty Cash is a sub-fund of the Operations Fund and/or Enterprise Fund, for reconciliation purposes it would be easier to set this up as a Header Account in your Chart of Accounts.

For the account name be sure to identify the type of fund, i.e. Operations or Enterprise.

Tip- For Certificates of Deposits you can include the maturity date in account name, i.e. "Ent Fund CD, matures 12/01/2009."

Tip- If savings accounts are set up at more than one bank, the bank name could be included, i.e., "1st State Bank, Ent CD 12/15/10." There are a limited number of character spaces, so you may need to abbreviate.

Since transferring of funds must be approved by the board, avoid using the Transfer Funds feature. This will accomplish a transfer of dollars from one bank account to the next, but the transfers will not be reflected for approval on the Unpaid Bills Needing Board Approval Report. To record these transactions, write a "check" from one fund and code it to Account #6600 Transfers to Other Funds (expense). There is no need to assign a check number when you are not writing a check. If you wish, you can key "XFER" into the check number field to designate that transaction as a funds transfer. Then, make a "deposit" into the recipient fund and code it to Account #4080 Transfers from Other Funds (income).

➢ *Income and Expense Accounts*

The income and expense accounts in the Chart of Accounts track the sources of your income and the purpose of each expense. When you record transactions in one of your balance sheet accounts, you usually assign the amount of the transaction to one or more income or expense accounts. For example, not only do you record that you took money out of your checking account, but you keep track of what you spent the money on, such as utilities or office supplies.

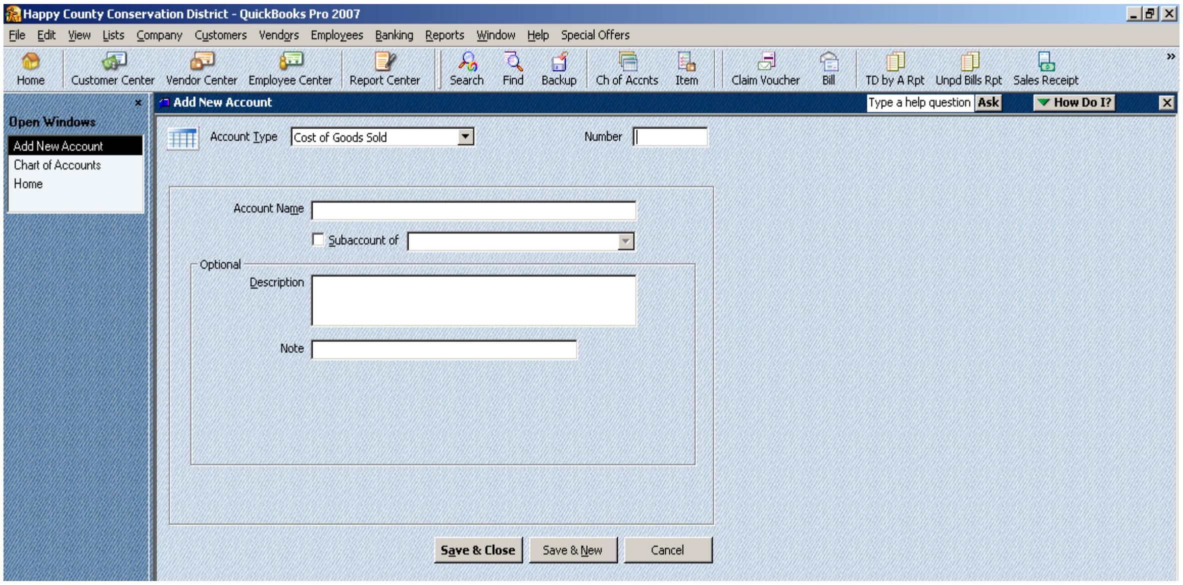
You can edit the income and expense accounts by following the instructions previously provided on editing the bank accounts. Before you get too carried away on deleting any, you may want to use the "Hide Inactive Accounts" option located in the **Account** drop-down menu for a while.

QuickBooks does not display balances for income and expense accounts in the Chart of Accounts. One way to see these balances is by choosing **Company & Financial** from the **Reports** menu and then click one of the **Profit & Loss** report options. You can also click on the income or expense account in the Chart of Accounts, right click, and choose QuickReport from the menu.

You may want to add subaccounts to your 6000 Cost of Goods Sold Account to track items that you are selling. Use this Cost of Goods Sold Account when you are not tracking inventory in QuickBooks. **(If tracking inventory in QuickBooks, use Chart Account number 5000 *Cost of Goods sold.)**

Let's say you want to add a subaccount to track Marking Flags. In order to do this, follow these steps:

1. Go to the **Icon** menu and click the **Chart of Accounts** icon.
2. Click the **Account** button (bottom of screen) and then click **New.**
3. Choose **Other Account Types,** select **Cost of Goods Sold**, and then click **Continue**.


Account Type: Cost of Goods Sold
Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
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Vendor Center
Employee Center
Report Center
Search
Find
Backup
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Item
Claim Voucher
Bill
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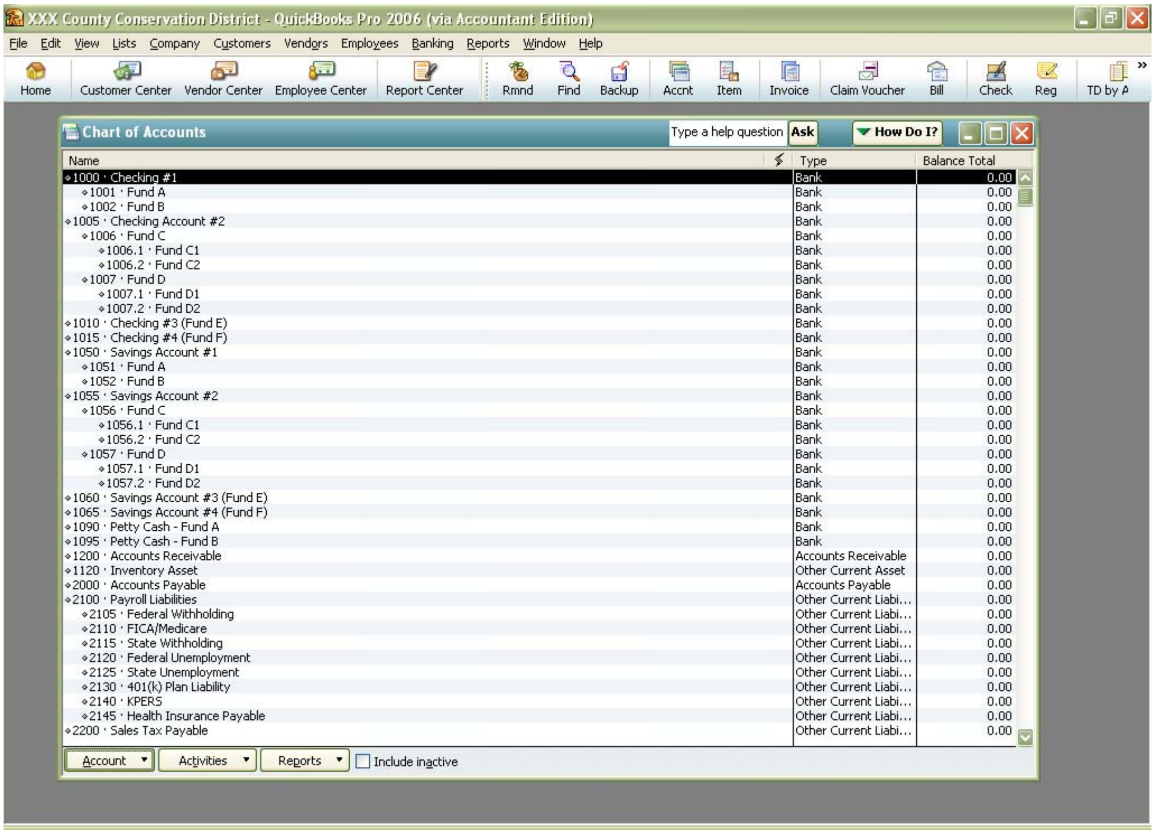
Sales Receipt
Open Windows
Add New Account
Chart of Accounts
Home
Add New Account
Type a help question
Ask
How Do I?
Account Type
Number
Account Name
☐ Subaccount of
Optional
Description
Note
Save & Close
Save & New
Cancel

4. Enter **6005** in the **Number** field.
5. For the **Name** use **Marking Flags Expense.**
6. Select the **Subaccount of** checkbox.
7. From the drop-down list, click **6000 Cost of Goods Sold**.
8. Click **Save & Close.**

➢ *Adding an Account to the Chart of Accounts*

1. Go to the **Icon** menu and click the **Chart of Accounts** icon.


XXX County Conservation District - QuickBooks Pro 2006 (via Accountant Edition)
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help
Home Customer Center Vendor Center Employee Center Report Center Rmnd Find Backup Accnt Item Invoice Claim Voucher Bill Check Reg TD by A
Chart of Accounts
Type a help question Ask
How Do I?
Account Activities Reports
☐ Include inactive

Name	Type	Balance Total
◆1000 · Checking #1	Bank	0.00
◆1001 · Fund A	Bank	0.00
◆1002 · Fund B	Bank	0.00
◆1005 · Checking Account #2	Bank	0.00
◆1006 · Fund C	Bank	0.00
◆1006.1 · Fund C1	Bank	0.00
◆1006.2 · Fund C2	Bank	0.00
◆1007 · Fund D	Bank	0.00
◆1007.1 · Fund D1	Bank	0.00
◆1007.2 · Fund D2	Bank	0.00
◆1010 · Checking #3 (Fund E)	Bank	0.00
◆1015 · Checking #4 (Fund F)	Bank	0.00
◆1050 · Savings Account #1	Bank	0.00
◆1051 · Fund A	Bank	0.00
◆1052 · Fund B	Bank	0.00
◆1055 · Savings Account #2	Bank	0.00
◆1056 · Fund C	Bank	0.00
◆1056.1 · Fund C1	Bank	0.00
◆1056.2 · Fund C2	Bank	0.00
◆1057 · Fund D	Bank	0.00
◆1057.1 · Fund D1	Bank	0.00
◆1057.2 · Fund D2	Bank	0.00
◆1060 · Savings Account #3 (Fund E)	Bank	0.00
◆1065 · Savings Account #4 (Fund F)	Bank	0.00
◆1090 · Petty Cash - Fund A	Bank	0.00
◆1095 · Petty Cash - Fund B	Bank	0.00
◆1200 · Accounts Receivable	Accounts Receivable	0.00
◆1120 · Inventory Asset	Other Current Asset	0.00
◆2000 · Accounts Payable	Accounts Payable	0.00
◆2100 · Payroll Liabilities	Other Current Liabi...	0.00
◆2105 · Federal Withholding	Other Current Liabi...	0.00
◆2110 · FICA/Medicare	Other Current Liabi...	0.00
◆2115 · State Withholding	Other Current Liabi...	0.00
◆2120 · Federal Unemployment	Other Current Liabi...	0.00
◆2125 · State Unemployment	Other Current Liabi...	0.00
◆2130 · 401(k) Plan Liability	Other Current Liabi...	0.00
◆2140 · KPERS	Other Current Liabi...	0.00
◆2145 · Health Insurance Payable	Other Current Liabi...	0.00
◆2200 · Sales Tax Payable	Other Current Liabi...	0.00

2. Click the **Account** button (bottom of screen) and then click **New.**
3. Choose the type of account you wish to add and then click **Continue**.
4. Fill in the window as needed.
5. Click **Save As** or **Save & New** to add another account.

For products you buy and resale, an account will need to be set up for when you purchase the product as an expense and when you sell the product as an income.

Tip- For easy recognition of an expense account vs. an income account you can name the expense (Grass Seed Expense) distinguishable from the income (Grass Seed Income).

➢ *Adding Additional Bank Accounts*

If you have been using QuickBooks and have decided that you need to setup another bank account you will just add this account like you did the Chart of Accounts earlier. If you are transferring money from another account into the bank account, you will need to write a check from that account and make a deposit into this new bank account.

If the bank account is being setup based on grant money you will just setup the new bank account just like the other chart of accounts you added before and then add the opening balance at the time you setup the account. You will not be able to go back and add the opening balance so be sure to add it as you set up the account.

➢ *Items and Their Use*

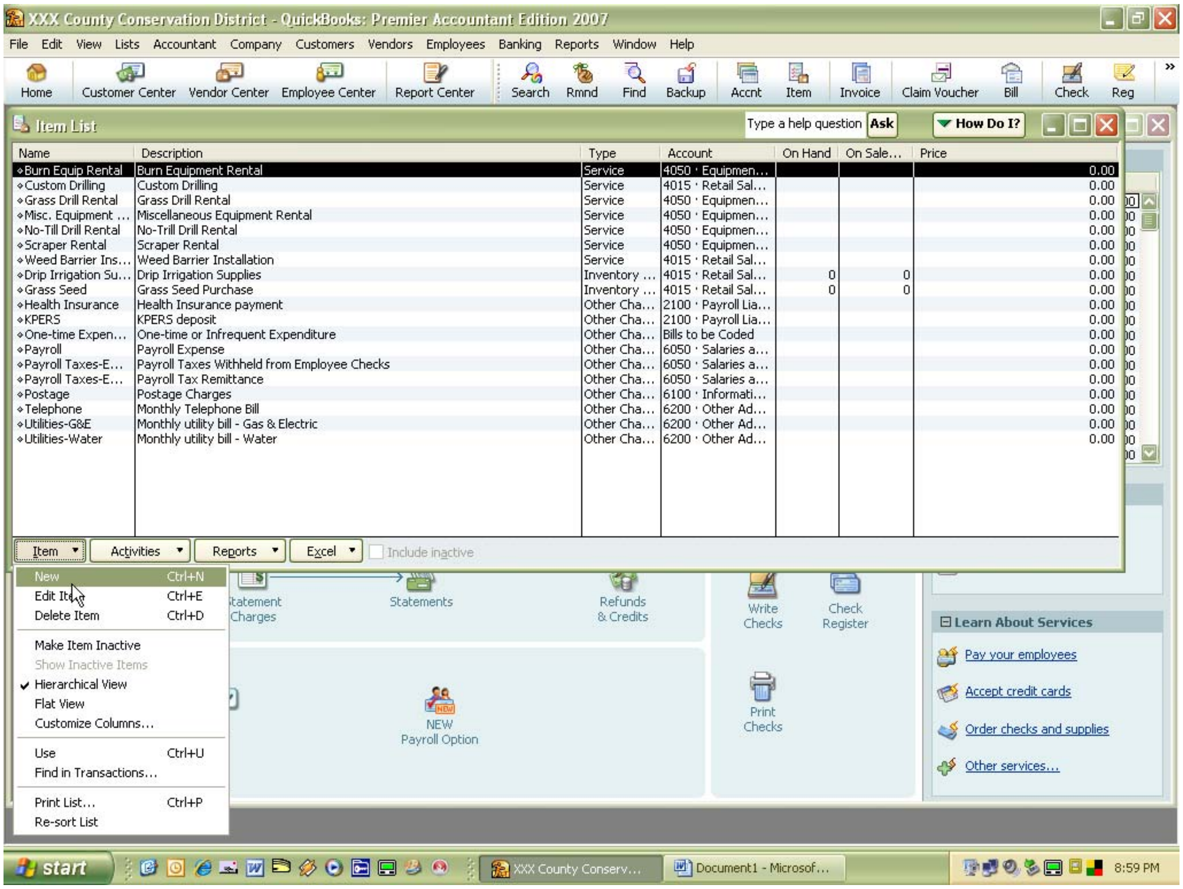
QuickBooks uses Items to prepare Claim Vouchers (Purchase Orders), Cash Sales Receipts, and Invoices; in fact, any item on a Claim Voucher, Sales Receipt or Invoice must be entered into an Item List first. An item is anything that your company buys, sells, or resells. Items are your products, services, and things such as postage, discounts, and sales tax. When you create an item you link it to an account in the Chart of Accounts.

The following is a table listing QuickBooks Item Types, Description of those items, and When to Use the items.

Item Type	Description	When to Use
Service	Services rendered to or received from others.	If you buy or sell these services.
Inventory part	Inventory parts you purchase, track as inventory, and then sell.	If you want to track these items in terms of value, quantity, and/or the number you have on order.
Non-inventory Part	Inventory Parts that you do not want to track in terms of quantity.	If you do not track the quantity.
Other Charge	Miscellaneous charges.	This could be freight, handling charges, or delivery charges that you will include on invoices.
Subtotal	Calculates subtotals.	Adds totals before any discounts or sales tax are added.
Group	Allows a group of individual items to be added quickly.	Items grouped together such as Subtotal and Sales Tax. This can also be individual items such as Oak Door, hinges, and doorknob.
Discount	Calculates the amount that is to be subtracted from either the total or the subtotal.	If items receive or give discounts off the selling price.
Payment	Reduces invoice total.	Use when paying or receiving money before the invoice or purchase order is prepared.
Sales Tax Item	Calculates a single sales tax.	Use this for sales tax charged to customers.
Sales Tax Group	Calculates two or more sales taxes grouped on the same sale.	Use if a combination of sales tax rates is required as a one line item on an invoice.

➢*Adding an Item to the Item List*

1. Go to the **List** menu, click **Item List** or click on the **Item** icon. You will then be at your Item List. Once again it looks and acts much like the other lists that you have been working with.


XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Home Customer Center Vendor Center Employee Center Report Center Search Rmnd Find Backup Accnt Item Invoice Claim Voucher Bill Check Reg
Item List
Type a help question Ask
How Do I?
Item Activities Reports Excel Include inactive
New Ctrl+N
Edit Item Ctrl+E
Delete Item Ctrl+D
Make Item Inactive
Show Inactive Items
Hierarchical View
Flat View
Customize Columns...
Use Ctrl+U
Find in Transactions...
Print List... Ctrl+P
Re-sort List
Statement Charges
Statements
Refunds & Credits
Write Checks
Check Register
NEW Payroll Option
Print Checks
Learn About Services
Pay your employees
Accept credit cards
Order checks and supplies
Other services...
start
XXX County Conserv...
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8:59 PM

Name	Description	Type	Account	On Hand	On Sale...	Price
◆Burn Equip Rental	Burn Equipment Rental	Service	4050 · Equipmen...			0.00
◆Custom Drilling	Custom Drilling	Service	4015 · Retail Sal...			0.00
◆Grass Drill Rental	Grass Drill Rental	Service	4050 · Equipmen...			0.00
◆Misc. Equipment ...	Miscellaneous Equipment Rental	Service	4050 · Equipmen...			0.00
◆No-Till Drill Rental	No-Trill Drill Rental	Service	4050 · Equipmen...			0.00
◆Scraper Rental	Scraper Rental	Service	4050 · Equipmen...			0.00
◆Weed Barrier Ins...	Weed Barrier Installation	Service	4015 · Retail Sal...			0.00
◆Drip Irrigation Su...	Drip Irrigation Supplies	Inventory ...	4015 · Retail Sal...	0	0	0.00
◆Grass Seed	Grass Seed Purchase	Inventory ...	4015 · Retail Sal...	0	0	0.00
◆Health Insurance	Health Insurance payment	Other Cha...	2100 · Payroll Lia...			0.00
◆KPERS	KPERS deposit	Other Cha...	2100 · Payroll Lia...			0.00
◆One-time Expen...	One-time or Infrequent Expenditure	Other Cha...	Bills to be Coded			0.00
◆Payroll	Payroll Expense	Other Cha...	6050 · Salaries a...			0.00
◆Payroll Taxes-E...	Payroll Taxes Withheld from Employee Checks	Other Cha...	6050 · Salaries a...			0.00
◆Payroll Taxes-E...	Payroll Tax Remittance	Other Cha...	6050 · Salaries a...			0.00
◆Postage	Postage Charges	Other Cha...	6100 · Informati...			0.00
◆Telephone	Monthly Telephone Bill	Other Cha...	6200 · Other Ad...			0.00
◆Utilities-G&E	Monthly utility bill - Gas & Electric	Other Cha...	6200 · Other Ad...			0.00
◆Utilities-Water	Monthly utility bill - Water	Other Cha...	6200 · Other Ad...			0.00

2. Click on the **Item** button and choose **New** to add items.
3. Once you have added an item you can click **Next** to record the entry and add the next item.
4. Click **OK** to record the entry and close the New Item window.

Tip- For easy recognition of an expense item vs. an income item you can name the expense (Grass Seed Expense) distinguishable from the income (Grass Seed Income).

All items do not need to be setup as you begin to use QuickBooks. You can also add items on an as needed basis (for example, when you are entering a claim voucher or a sales receipt.)

In order to use the Sales Tax section of QuickBooks, you need to be sure the Company Preference for Sales Tax is turned on in the Preference Menu.

In order to use the inventory section of QuickBooks, you need to be sure the Preference for Tracking Inventory is set to YES. **Most conservation districts do not need to track inventory in QuickBooks.**

If your item list is alphabetized in two separate lists that is because they are listed and alphabetized by Type. You cannot change the type of any item except Other Charge. You can change Other Charge items to Service types if you want them all alphabetized in one list. **You will not be able to change them back once the change has been made.**

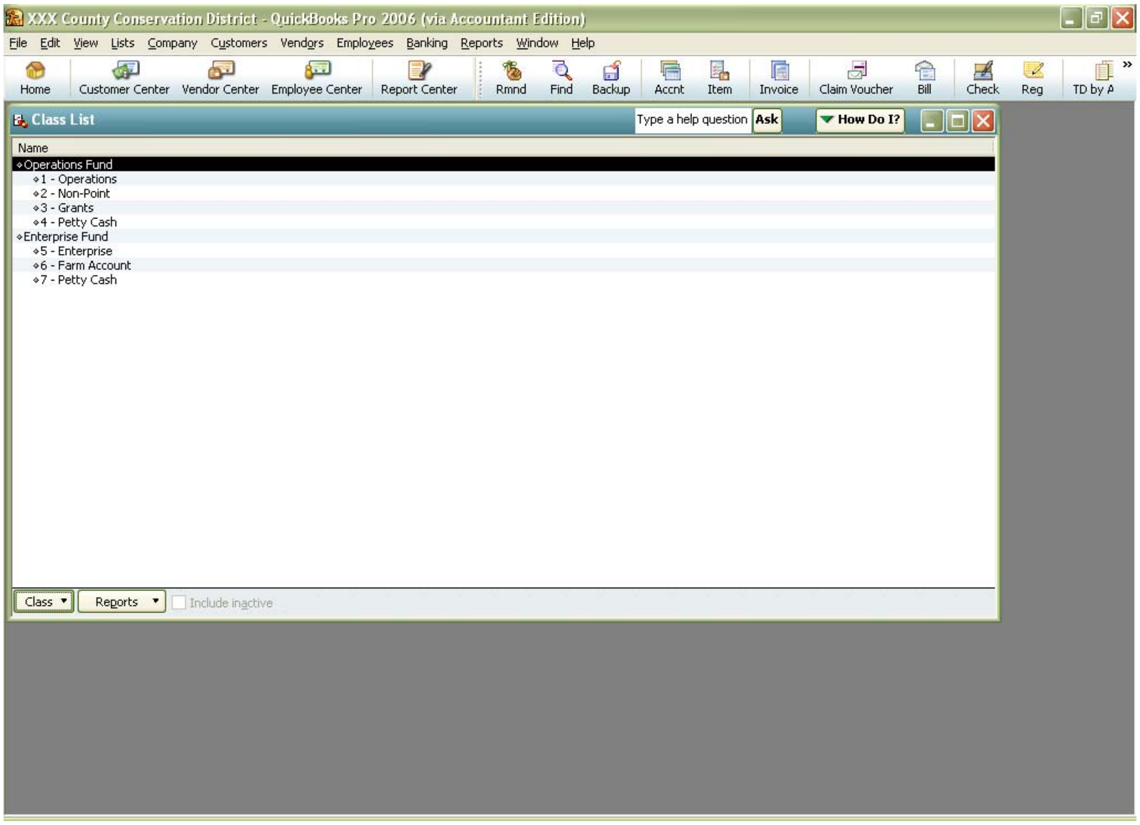
You cannot delete any item if it has been used in a transaction. If you do need it deleted, run a QuickReport on that item and change all transactions that it was associated with.

To print the "Item List," go to the **Lists** menu and click **Item List**, then click **File** menu and **Print List**.

➢ *Class Lists*

By using Class Lists this will let you organize funds by classes or in this case by Funds. The Class List should be comprised of the funds that are used in the district. The Standard Conservation District file includes an Operations Fund and an Enterprise Fund. You will note that each of these funds is broken down further into "sub-funds." Basically, the main funds are made up of smaller funds. Using this methodology, transactions will only be coded to the sub-funds. The balance in the main fund will be the total of all the balances in the sub-funds.

To view the Class List, go to the **Lists** menu and choose **Class List**.


XXX County Conservation District - QuickBooks Pro 2006 (via Accountant Edition)
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help
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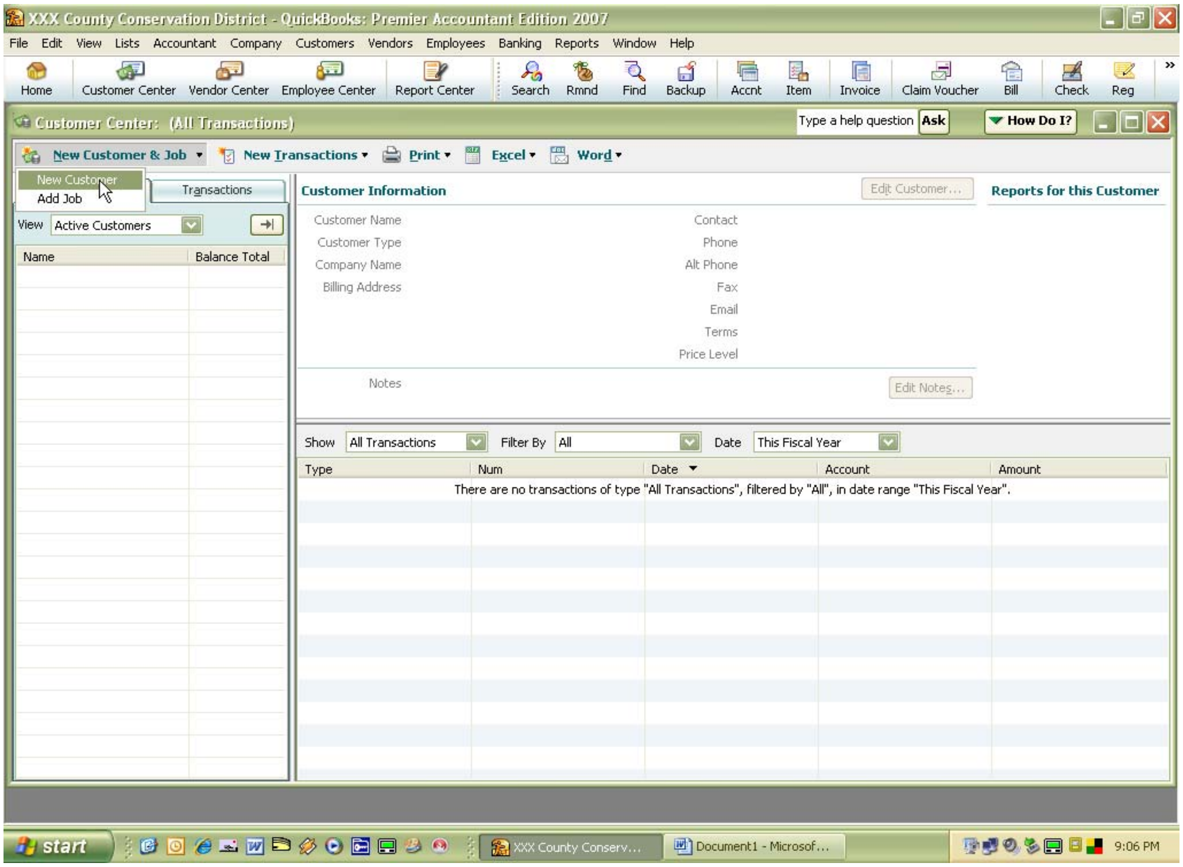
Class List
Type a help question
Ask
How Do I?
Class
Reports
Include inactive

Name
- Operations Fund
  - 1 - Operations
  - 2 - Non-Point
  - 3 - Grants
  - 4 - Petty Cash
- Enterprise Fund
  - 5 - Enterprise
  - 6 - Farm Account
  - 7 - Petty Cash

➢*Adding Customers*

To begin let's add a customer to our company.

1. Click on the **Customer Center** located on the Navigator bar. This will take you to a *Customers & Jobs List Window.* At this time you will not see many but we will add more now.
2. Click the **New Customer & Job** button and choose **New Customer** from the sub-menu.


XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
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Vendor Center
Employee Center
Report Center
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Invoice
Claim Voucher
Bill
Check
Reg
Customer Center: (All Transactions)
Type a help question
Ask
How Do I?
New Customer & Job
New Transactions
Print
Excel
Word
New Customer
Add Job
Transactions
View
Active Customers
Name
Balance Total
Customer Information
Edit Customer...
Reports for this Customer
Customer Name
Customer Type
Company Name
Billing Address
Contact
Phone
Alt Phone
Fax
Email
Terms
Price Level
Notes
Edit Notes...
Show
All Transactions
Filter By
All
Date
This Fiscal Year
Type
Num
Date
Account
Amount
start
XXX County Conserv...
Document1 - Microsof...
9:06 PM

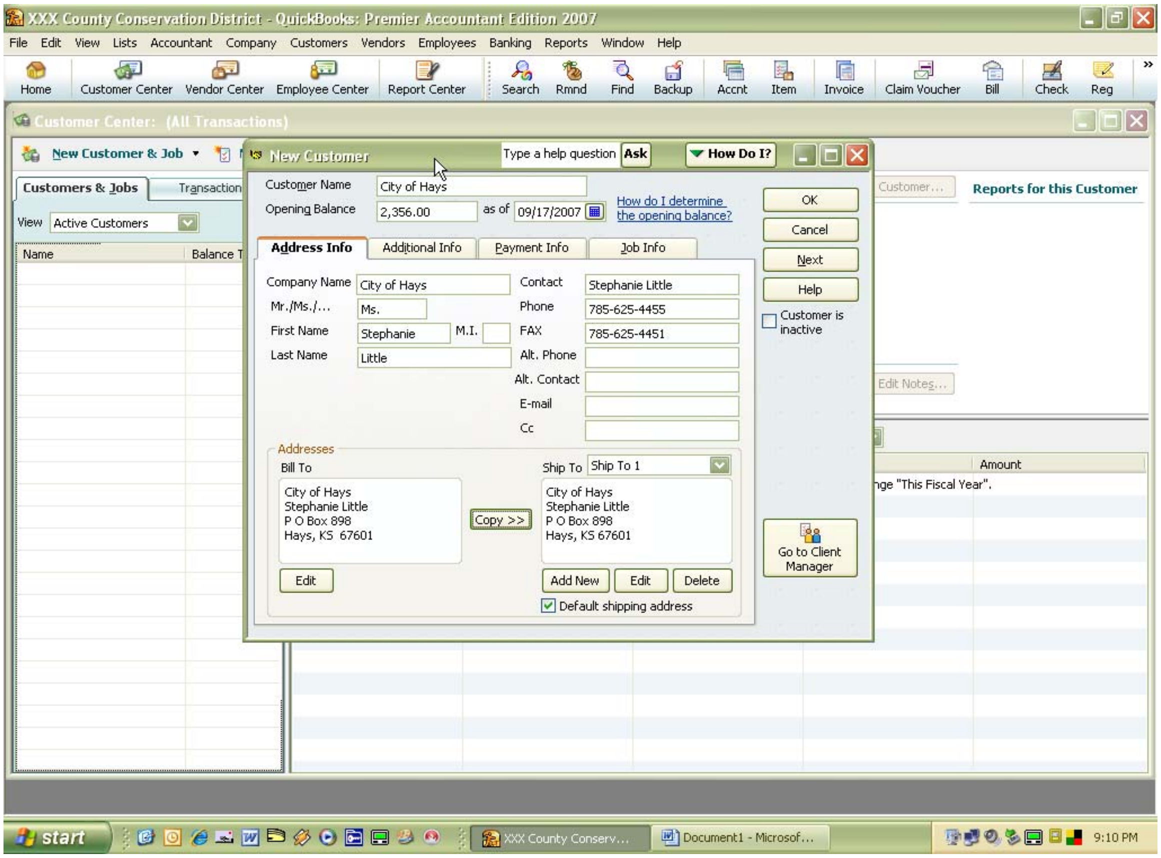
There are no transactions of type "All Transactions", filtered by "All", in date range "This Fiscal Year".

3. Add the following charge customer with their information on the appropriate tabbed pages. All customers are taxable unless they are otherwise noted.

   Customer: City of Hays
   Opening Balance: 0
   As of: 09/17/2007

   On the *Address Info Tab* type the following:

   Company Name: City of Hays
   Mr./Ms./.. Ms.
   First Name: Stephanie
   Last Name: Little
   Address: PO Box 898
   Hays, KS 67601
   Contact: Stephanie Little
   Phone: 785-625-4455
   Fax: 785-625-4451
   Ship to: Click the **Copy** button.


XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Rmnd
Find
Backup
Accnt
Item
Invoice
Claim Voucher
Bill
Check
Reg
Customer Center: (All Transactions)
New Customer & Job
Customers & Jobs
Transaction
Name
Balance T
New Customer
Type a help question
Ask
How Do I?
How do I determine the opening balance?
Address Info
Additional Info
Payment Info
Job Info
OK
Cancel
Next
Help
Addresses
Copy >>
Edit
Add New
Edit
Delete
Go to Client Manager
Customer...
Reports for this Customer
Edit Notes...
Amount
start
XXX County Conserv...
Document1 - Microsof...
9:10 PM

View: Active Customers

Customer Name: City of Hays
Opening Balance: 2,356.00 as of 09/17/2007

Company Name: City of Hays
Mr./Ms./...: Ms.
First Name: Stephanie
M.I.:
Last Name: Little
Contact: Stephanie Little
Phone: 785-625-4455
FAX: 785-625-4451
Alt. Phone:
Alt. Contact:
E-mail:
Cc:

☐ Customer is inactive

Bill To:
City of Hays
Stephanie Little
P O Box 898
Hays, KS 67601

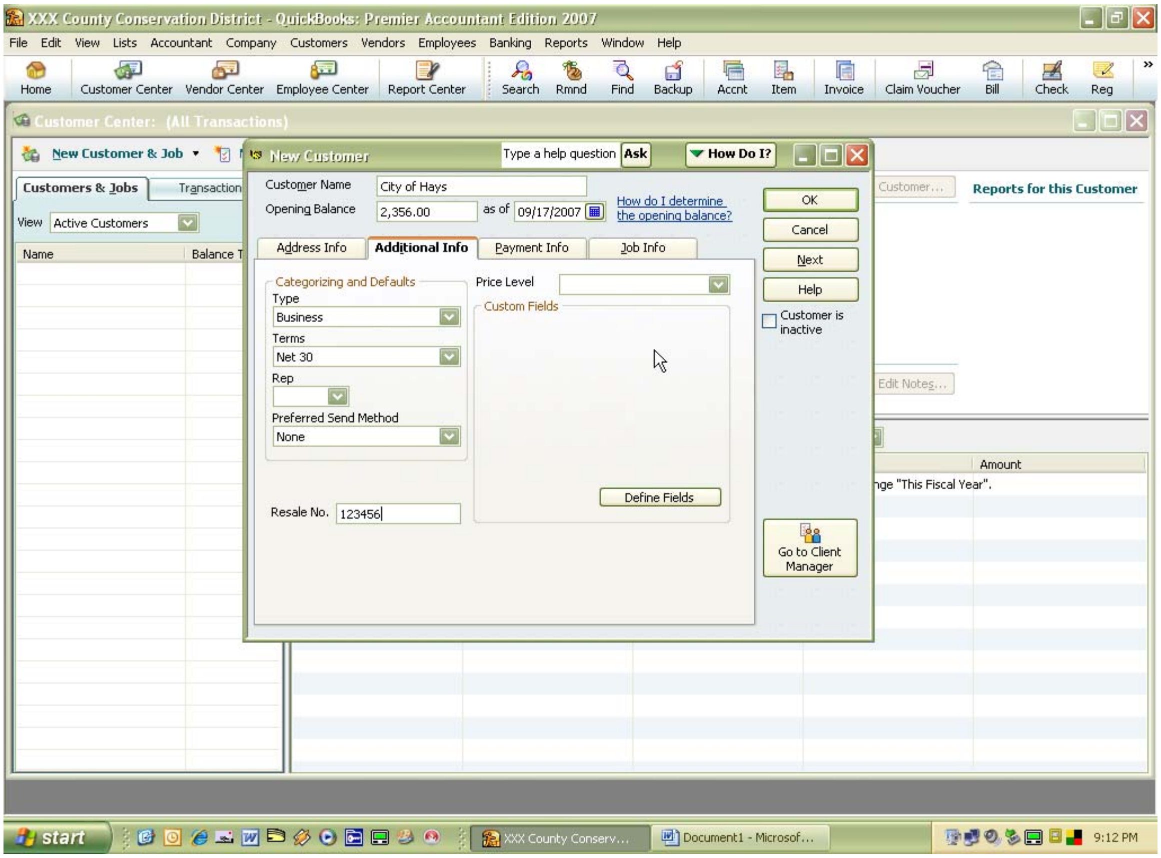
Ship To: Ship To 1
City of Hays
Stephanie Little
P O Box 898
Hays, KS 67601

☑ Default shipping address

nge "This Fiscal Year".

On the **Additional Info** tab type the following:

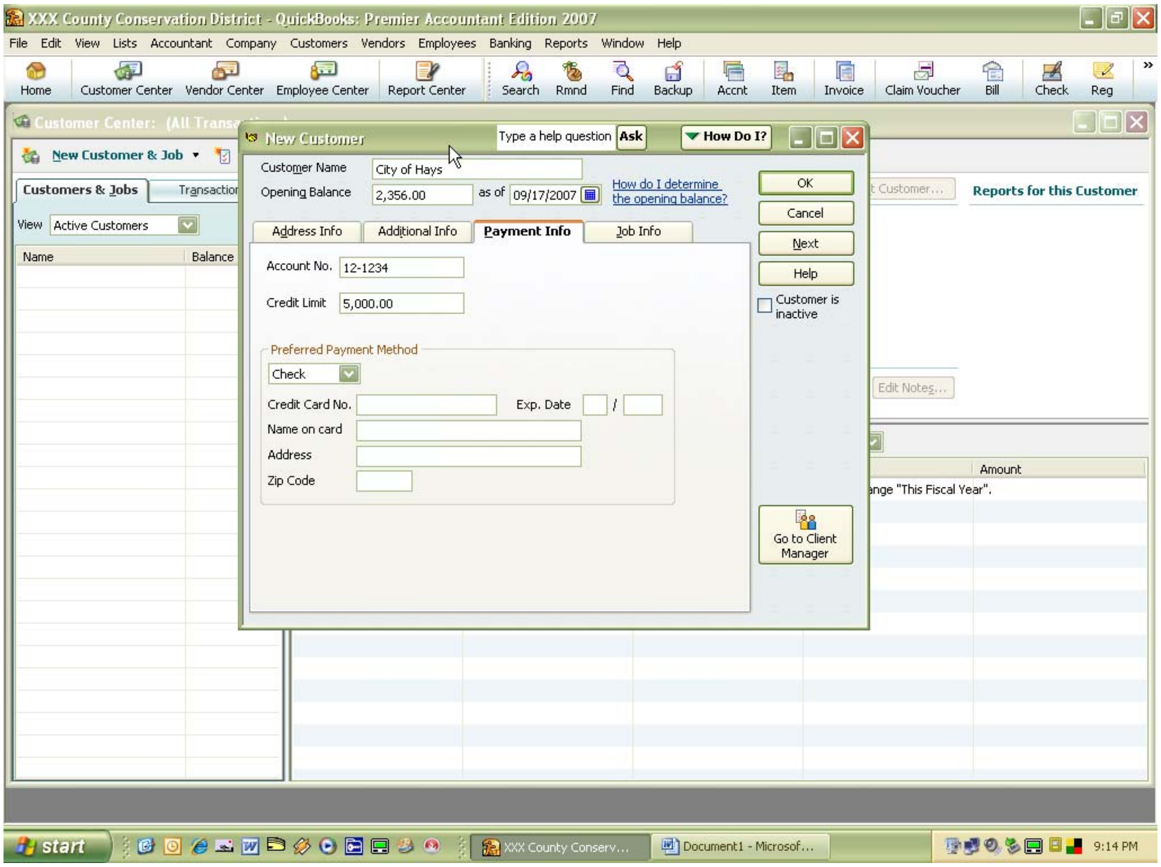
Type: Business (choose to Quick Add)
Terms: Net 30
Representative: (Leave Blank)
Preferred Send Method: None
Tax Code: None


XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Home Customer Center Vendor Center Employee Center Report Center Search Rmnd Find Backup Accnt Item Invoice Claim Voucher Bill Check Reg
Customer Center: (All Transactions)
New Customer & Job
Customers & Jobs
Transaction
View
Active Customers
Name
Balance T
New Customer
Type a help question
Ask
How Do I?
How do I determine the opening balance?
Address Info
Additional Info
Payment Info
Job Info
Categorizing and Defaults
Price Level
Custom Fields
Define Fields
OK
Cancel
Next
Help
Customer is inactive
Go to Client Manager
Customer...
Reports for this Customer
Edit Notes...
Amount
nge "This Fiscal Year".
start
XXX County Conserv...
Document1 - Microsof...
9:12 PM

Customer Name: City of Hays
Opening Balance: 2,356.00 as of 09/17/2007
Type: Business
Terms: Net 30
Rep:
Preferred Send Method: None
Resale No. 123456

On the **Payment Info** tab type the following:

Account: 12-1234
Credit Limit: $5,000
Preferred Payment Method: Check



XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Rmnd
Find
Backup
Accnt
Item
Invoice
Claim Voucher
Bill
Check
Reg
Customer Center: (All Trans
New Customer & Job
Customers & Jobs
Transaction
View
Active Customers
Name
Balance
New Customer
Type a help question
Ask
How Do I?
How do I determine the opening balance?
Address Info
Additional Info
Payment Info
Job Info
OK
Cancel
Next
Help
☐ Customer is inactive
Credit Card No.
Exp. Date
Name on card
Address
Zip Code
Go to Client Manager
Reports for this Customer
Edit Notes...
Amount
nge "This Fiscal Year".
start
XXX County Conserv...
Document1 - Microsof...
9:14 PM

Customer Name: City of Hays
Opening Balance: 2,356.00 as of 09/17/2007
Account No.: 12-1234
Credit Limit: 5,000.00
Preferred Payment Method: Check

4. Click **OK** to record this customer.

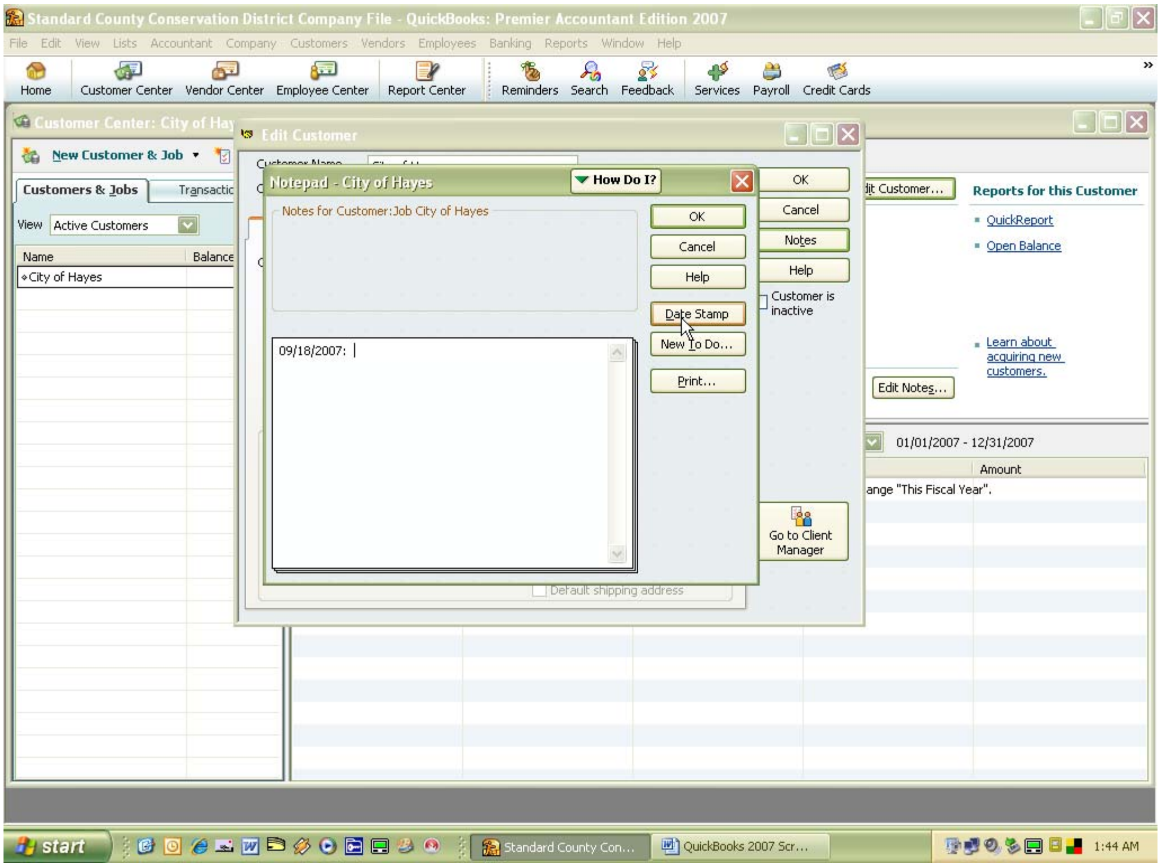
When you are first setting up QuickBooks you will need to be sure to add any customers that have an opening balance as of your start date.

If the customer is paying cash/check, you will not need to set them up. However, if they are a recurring customer, it would be best to set them up and enter the Opening Balance as zero. Address information is optional and no need to add the other non-applicable information.

A customer can be added when entering a sales receipt or invoice by clicking on **Add New** in the **Customer:Job** drop-down list.

➢ *Notes for Customers*

As you have been setting up your customers, you may have noticed an **Edit Notes** button over on the right side of your window. This is so that you can add notes on your customers. When you add a note to a customer, you will see a note icon next to their name in the list of customers. This is handy when there might be special arrangements to be made with a customer.



Standard County Conservation District Company File - QuickBooks: Premier Accountant Edition 2007
File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help
Home
Customer Center
Vendor Center
Employee Center
Report Center
Reminders
Search
Feedback
Services
Payroll
Credit Cards
Customer Center: City of Hay
New Customer & Job
Customers & Jobs
Transactio
View
Active Customers
Name
Balance
City of Hayes
Edit Customer
Notepad - City of Hayes
How Do I?
Notes for Customer:Job City of Hayes
OK
Cancel
Help
Date Stamp
New To Do...
Print...
OK
Cancel
Notes
Help
Customer is inactive
Go to Client Manager
Default shipping address
dit Customer...
Edit Notes...
Reports for this Customer
QuickReport
Open Balance
Learn about acquiring new customers.
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ange "This Fiscal Year".
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09/18/2007:

➢ *Editing an Existing Customer*

There are times when you are working with QuickBooks that you will need to edit your customer’s information. For example, they have a change of address or contact person.

1. From the **Customer** list, click **Edit** (or simply double click the customer to edit).
2. Make any changes that are needed.
3. Click on the **OK** button.

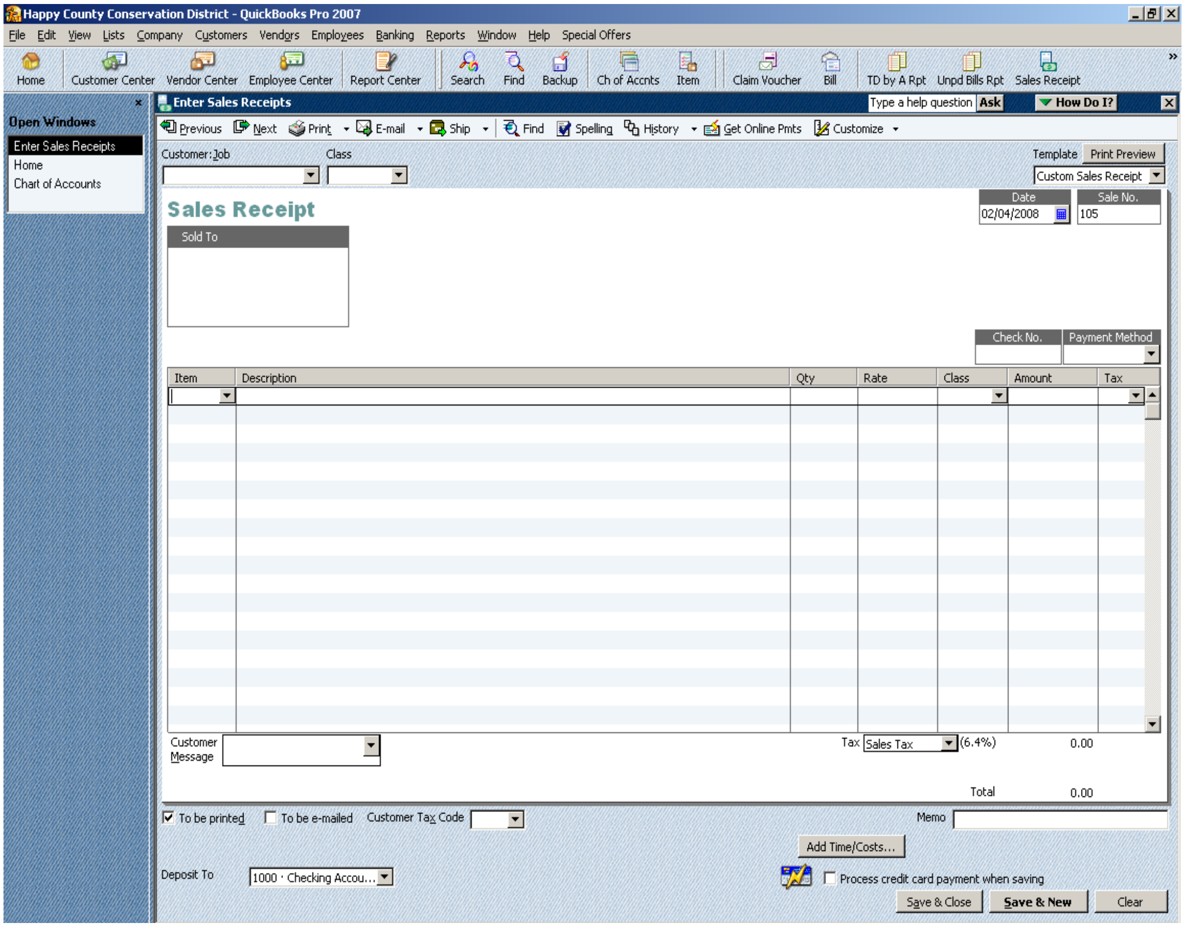
➢*Entering Sales Receipts – Cash Customers*

If you are selling to a customer and they are paying for it that day, you will enter it as a sales receipt. A receipt should be created for all money received by the district except payment received for an existing QuickBooks invoice.

> Tip– In order to speed up your process of a computer generated Sales Receipt; you can open the sales receipt window on your computer and just minimize it so it is always ready for use.

To create a Sales Receipts:

1. Go to the **Customers** menu and click **Enter Sales Receipts.**


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home Customer Center Vendor Center Employee Center Report Center Search Find Backup Ch of Accnts Item Claim Voucher Bill TD by A Rpt Unpd Bills Rpt Sales Receipt
Open Windows
Enter Sales Receipts
Home
Chart of Accounts
Enter Sales Receipts
Type a help question Ask
How Do I?
Previous Next Print E-mail Ship Find Spelling History Get Online Pmts Customize
Customer:Job
Class
Template
Print Preview
Sales Receipt
Sold To
Date
Sale No.
Check No.
Payment Method
Item Description Qty Rate Class Amount Tax
Customer Message
Tax
Total
Memo
Add Time/Costs...
Process credit card payment when saving
Save & Close
Save & New
Clear

Template: Custom Sales Receipt

Date: 02/04/2008

Sale No.: 105

Tax: Sales Tax (6.4%) 0.00

Total: 0.00

☑ To be printed ☐ To be e-mailed Customer Tax Code

Deposit To: 1000 · Checking Accou...

☐ Process credit card payment when saving

2. Enter or choose the customer from the **Customer:Job** drop-down list. If your customer is not listed, choose **Add New** and complete the Customer Name. You may wish to complete some of the other information.
3. Click in the Item column, and select the Item from the drop-down list (what the customer purchased), then complete the Description, the Quantity (if applicable), the Rate (if applicable), the Class, the Amount (if the Rate was not completed), and Tax (if you have the sales tax options setup). (When you fill in the Sales Receipt the money goes to the income account from the Chart of Accounts you chose when setting up the Item.)

4. Fill in check number and payment method.
5. Complete the Memo field (lower right side of screen).
6. Make sure funds are going to appropriate bank account in the **Deposit to** window. (If using the Undeposited Funds option, this will not be displayed.)
7. Click **Print** on the toolbar to print the sales receipt now. You can change the number of copies to 2 so there is one for the customer and one for the office.
8. Click **Save & Close** after printing.

➢*Making a Deposit (sales receipt payment)*

When you receive payments from customers, you can either deposit each payment directly into a QuickBooks bank account like we just illustrated using the Enter Sales Receipt window, or if you are using the Undeposited Funds as the default Deposit To account QuickBooks keeps track of the money you've received until you deposit it in the bank. The latter option may reflect the bank deposit slip/bank statement to make it easier for you to reconcile your bank accounts. (See instructions on *Editing the Preferences* to set this as a Sales & Customers Preference.)

To deposit a sales receipt payment (when using Undeposited Funds option):

1. Go to the **Banking** menu and click **Make Deposits.**
2. In the **Payments to Deposits** window, select the payments you want to deposit for a specified bank account or click the **Select All** button, if all the payments are going to the same bank account.
3. Enter the Payment Method.
4. Click **OK**.
5. In the **Make Deposits** window, click the **Deposit To** drop-down arrow and select the bank account where you want the money deposited.
6. Verify the date (should be the date of the bank deposit).
7. Enter the check number.
8. Click Save & Close.
9. Repeat if deposits are going to more than one bank account.

If you use this option you will need to print a **Deposit Detail** report to go along with your **Treasurer's Reports**.

If using Sales Receipts outside of QuickBooks (manually), there is no need to create a Sales Receipt in QuickBooks. To enter the deposit in QuickBooks you go to the **Banking** menu, click on **Make Deposits**, and enter your sales and other deposit information. You will need complete this process for each bank account. Be sure to enter your receipt number in the Memo field so it coincides with your hard copy receipt.

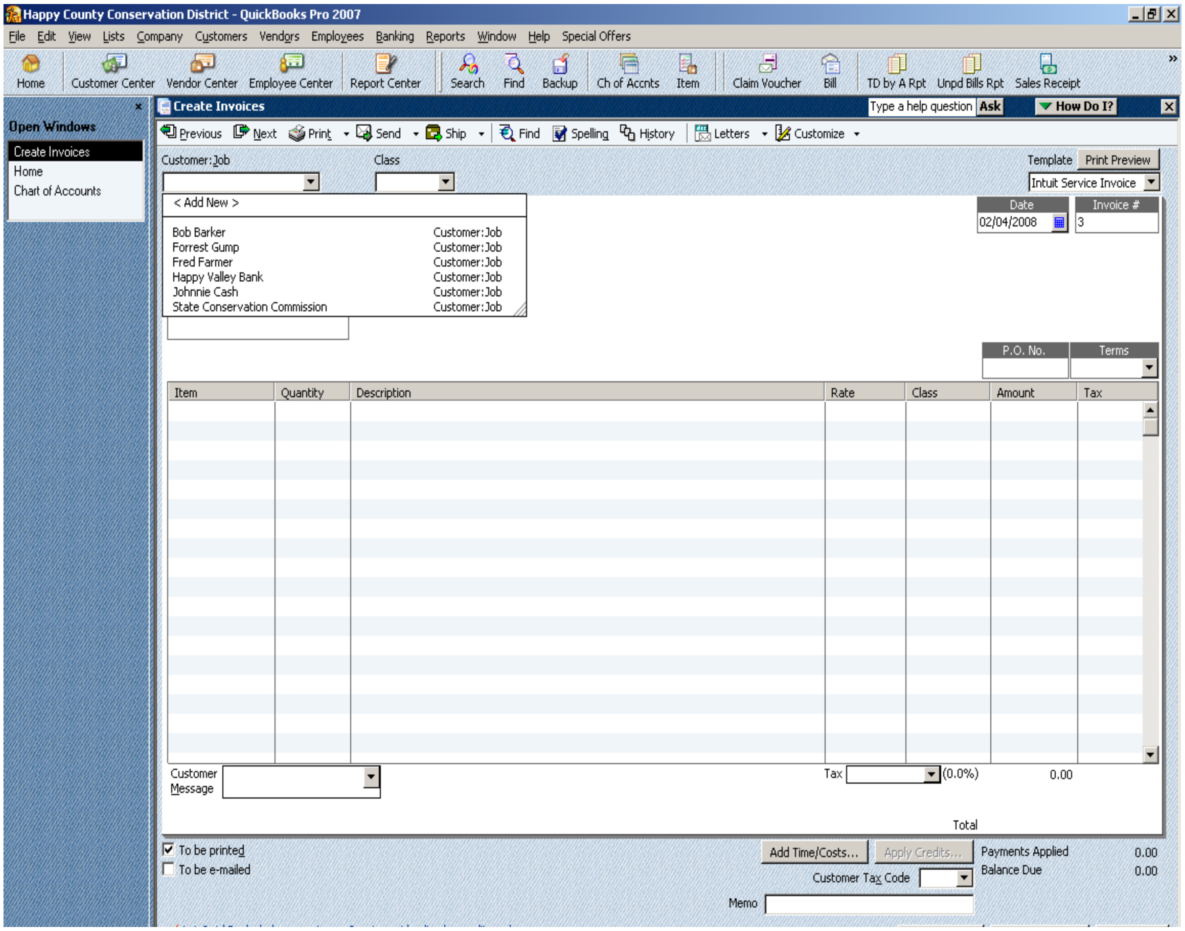
Reminder – Always fill in the **Memo** field because this is what prints on your reports.

➤ *Creating Invoices – Charge Customers*

Once you have setup the Customers and setup the Items you can now start Creating Invoices. You will only use Invoices when you are wanting to BILL or CHARGE a customer. If they are paying cash/check, you will use a Sales Receipt.

To create an Invoice:

1. Go to the **Customers** menu and click **Create Invoices**.
2. Enter or choose the customer from the **Customer:Job** drop-down list. If a customer is not listed, choose **Add New** and complete applicable information.


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home Customer Center Vendor Center Employee Center Report Center Search Find Backup Ch of Accnts Item Claim Voucher Bill TD by A Rpt Unpd Bills Rpt Sales Receipt
Open Windows
Create Invoices
Home
Chart of Accounts
Create Invoices
Type a help question Ask
How Do I?
Previous Next Print Send Ship Find Spelling History Letters Customize
Customer:Job
Class
Template
Print Preview
Date
Invoice #
P.O. No.
Terms
Item Quantity Description Rate Class Amount Tax
Customer Message
Tax
Total
Add Time/Costs...
Apply Credits...
Payments Applied
Balance Due
Customer Tax Code
Memo

Template: Intuit Service Invoice

Date: 02/04/2008

Invoice #: 3

< Add New >

Bob Barker	Customer:Job
Forrest Gump	Customer:Job
Fred Farmer	Customer:Job
Happy Valley Bank	Customer:Job
Johnnie Cash	Customer:Job
State Conservation Commission	Customer:Job

Tax (0.0%) 0.00

☑ To be printed

☐ To be e-mailed

Payments Applied 0.00

Balance Due 0.00

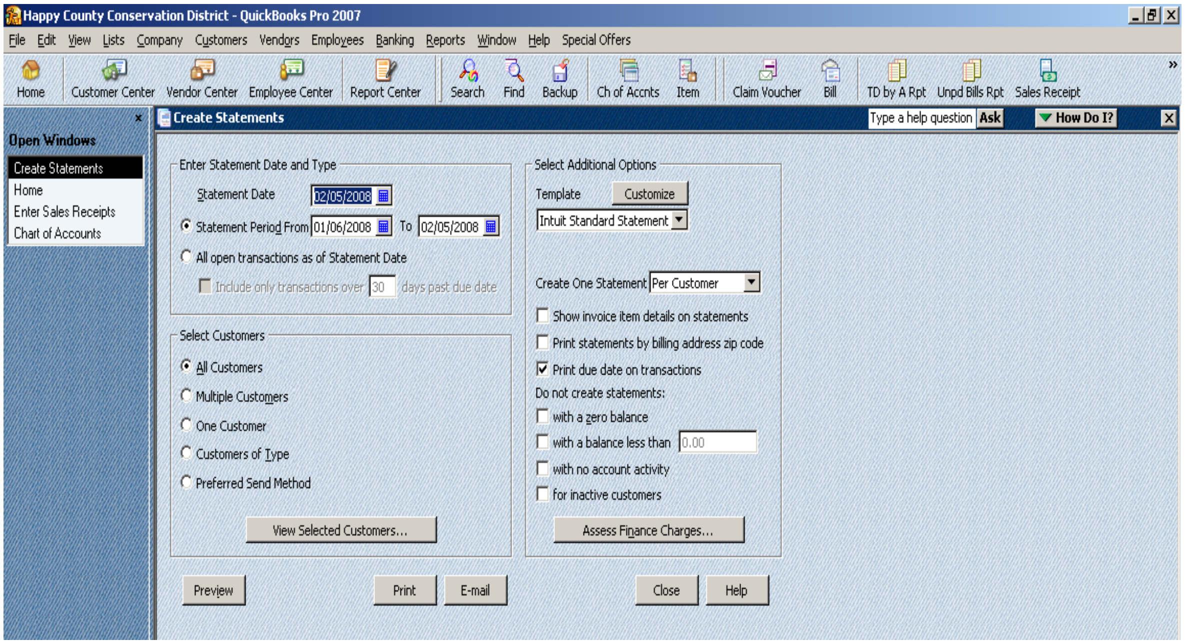
3. Click in the **Item** column, and select the Item from the drop-down list, then complete the **Quantity** (if applicable), the **Description**, the **Rate** (if applicable), the **Class**, and the **Amount** (if the Rate was not completed).
4. Complete the **Memo** field (lower right side of screen).
5. Click **Print** on the toolbar to print the invoice now or select the **To be printed** checkbox to print later.
6. Click **Save & Close** if done creating invoices or **Save & New** to create another invoice.

➢ *Creating Statements*

At the end of each month or whenever you choose, you can print statements. This will give your customers the balance forward from the last month and the additional charges, if any, for this month. All unpaid invoices for the current period would be listed.

To create Statements:

1. Go to the **Customers** menu and click **Create Statements**.


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
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Customer Center
Vendor Center
Employee Center
Report Center
Search
Find
Backup
Ch of Accnts
Item
Claim Voucher
Bill
TD by A Rpt
Unpd Bills Rpt
Sales Receipt
Open Windows
Create Statements
Home
Enter Sales Receipts
Chart of Accounts
Create Statements
Type a help question
Ask
How Do I?
Customize
View Selected Customers...
Assess Finance Charges...
Preview
Print
E-mail
Close
Help

Enter Statement Date and Type
Statement Date 02/05/2008
● Statement Period From 01/06/2008 To 02/05/2008
○ All open transactions as of Statement Date
☐ Include only transactions over 30 days past due date

Select Customers
● All Customers
○ Multiple Customers
○ One Customer
○ Customers of Type
○ Preferred Send Method

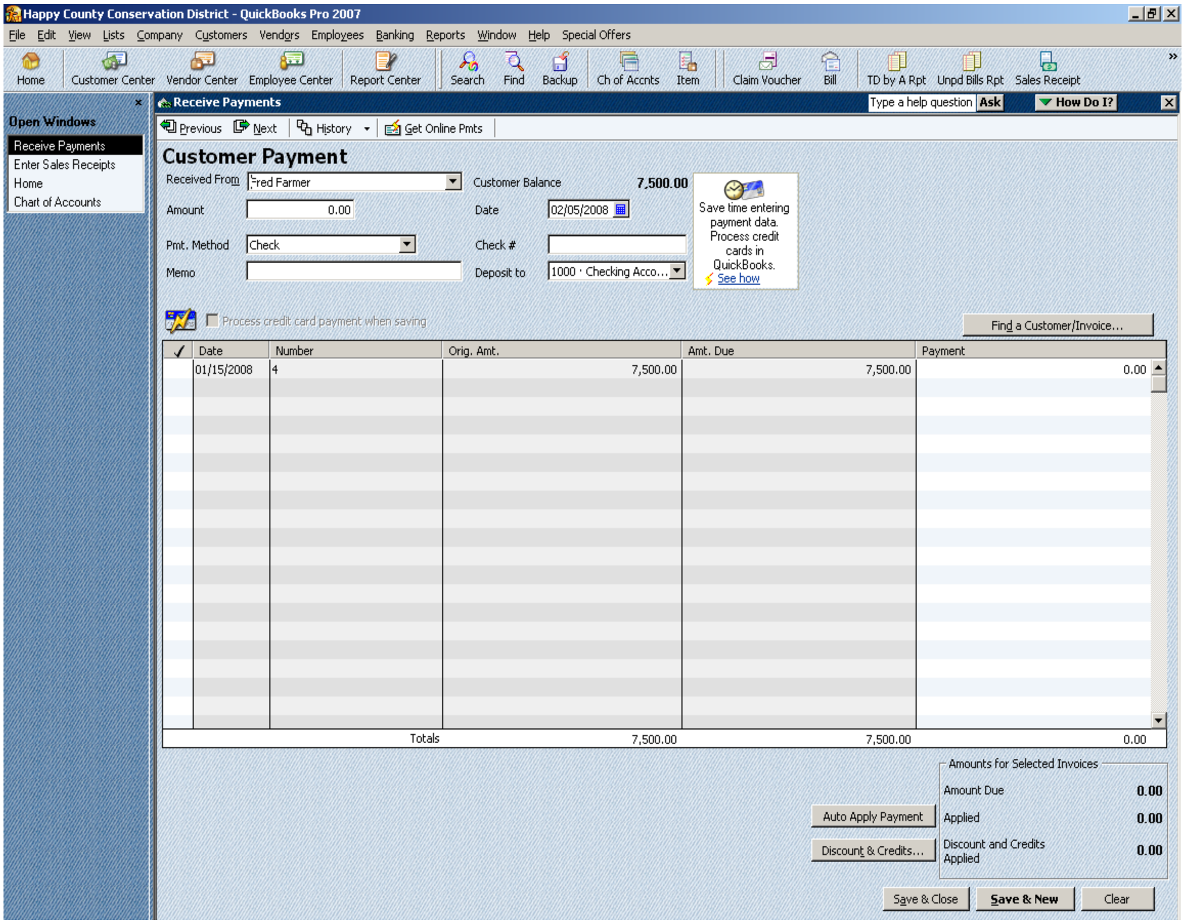
Select Additional Options
Template Intuit Standard Statement
Create One Statement Per Customer
☐ Show invoice item details on statements
☐ Print statements by billing address zip code
☑ Print due date on transactions
Do not create statements:
☐ with a zero balance
☐ with a balance less than 0.00
☐ with no account activity
☐ for inactive customers

2. If a choice of account is displayed, choose the A/R account for the statements you want to print.
3. The Statement Date will be today's date. If you change the date, you are also changing the date due for statement charges.
4. Choose to create statements for transactions within the Statement Period fields. You have the option to create statements for all open transactions as of the statement date.
5. Select Customers for whom you want to print statements, normally **All Customers**.
6. Under "Do not create statements:" click the blank checkbox **with a zero balance**.
7. If applicable, click **Assess Finance Charges** to add finance charges to the statements.
8. Click **Preview** to review the information that will appear on the statements.
9. If they look okay, click **Print** to print the statements.

➢*Receiving Payments for an Existing Invoice*

To record a payment you've received for an invoice follow these steps:

1. Go to **Customer** menu and click **Receive Payments**.
2. Select the customer from the **Received From** drop-down list. The date and amount of all open invoices for this customer will appear.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Customer Center
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Employee Center
Report Center
Search
Find
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Item
Claim Voucher
Bill
TD by A Rpt
Unpd Bills Rpt
Sales Receipt
Open Windows
Receive Payments
Enter Sales Receipts
Home
Chart of Accounts
Receive Payments
Type a help question
Ask
How Do I?
Previous
Next
History
Get Online Pmts
Save time entering payment data. Process credit cards in QuickBooks.
See how
Process credit card payment when saving
Find a Customer/Invoice...
Auto Apply Payment
Discount & Credits...
Save & Close
Save & New
Clear

Customer Payment

Received From: Fred Farmer
Customer Balance: 7,500.00
Amount: 0.00
Date: 02/05/2008
Pmt. Method: Check
Check #:
Memo:
Deposit to: 1000 · Checking Acco...

✓	Date	Number	Orig. Amt.	Amt. Due	Payment
	01/15/2008	4	7,500.00	7,500.00	0.00
		Totals	7,500.00	7,500.00	0.00

Amounts for Selected Invoices

Amount Due	0.00
Applied	0.00
Discount and Credits Applied	0.00

3. In the **Amount** field, enter the payment amount.
4. In the **Date** field, today's date appears, but you can enter a different date if necessary.
5. From the **Pmt. Method** drop-down list select the method the customer used to pay this invoice.
6. In the **Check #** field, if the customer paid by check, enter the number.
7. Complete the **Memo** field. This is what will show up on the reports.
8. Make sure funds are going to appropriate bank account in the **Deposit to** window.
9. You will notice the check mark in front of the invoice it is going to apply to.
10. Click **Save & Close** to record the payment.

If you use the Undeposited Funds option, you will need to **Receive Payments** from the **Customers** menu and then from the **Banking** menu make a Deposit in QuickBooks to empty the Undepostied Funds Account.

Reminder – Always fill in the **Memo** field because this is what prints on your reports.

➢Creating a Claim Voucher

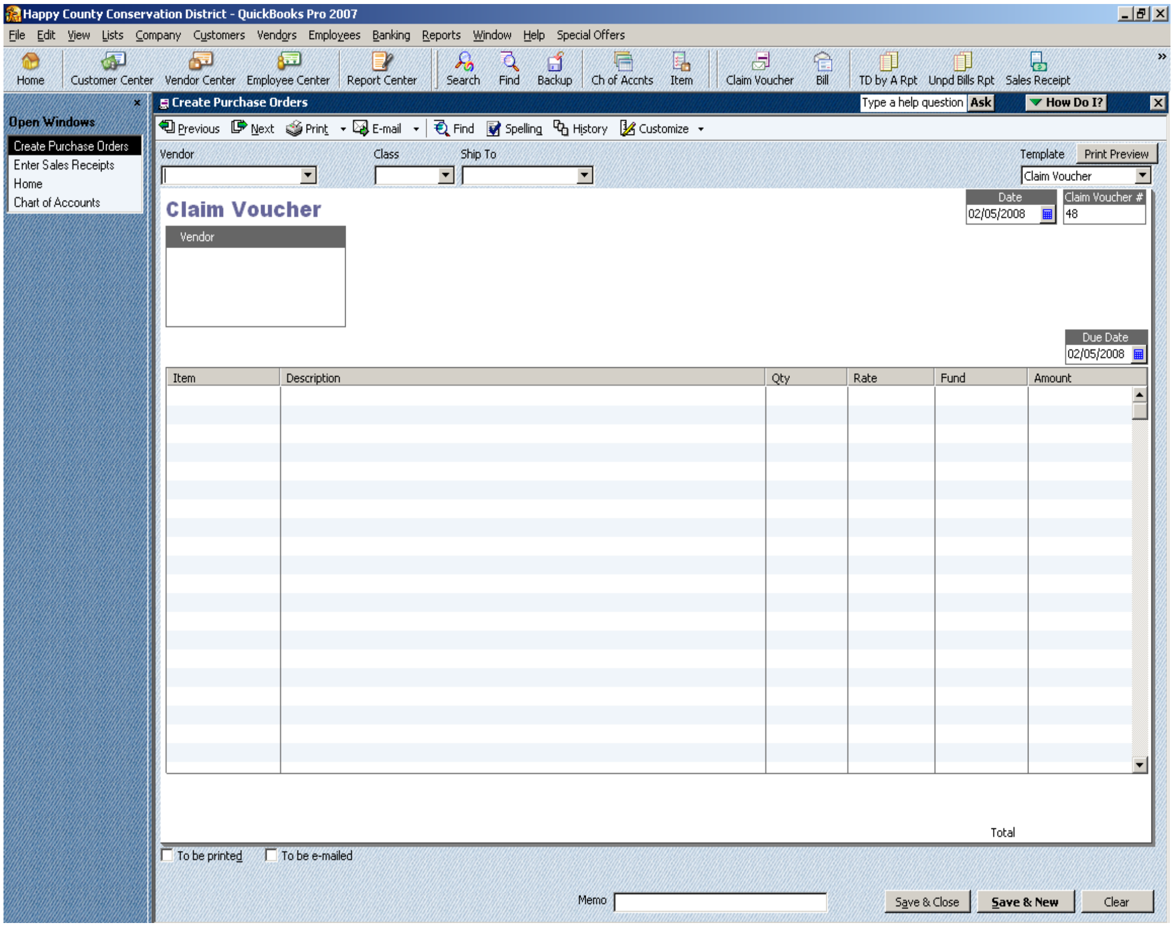
The printed Claim Vouchers (with supporting documents) are reviewed by the Treasurer and certified as being a valid claim. In the customized version of QuickBooks for Conservation Districts, the Purchase Order template was modified to a Claim Voucher. The data used to create the Unpaid Bills Needing Board Approval Report comes from the Claim Vouchers. A Claim Voucher should also be prepared for interim disbursements (payments for bills that can legally be paid between board meetings).

As an alternative to creating/printing individual Claim Vouchers you may create a new report that satisfies the statutory requirement- see the instructions for *Generating the Unpaid Bills Needing Payment Approval (new report)*. However, Claim Vouchers still must be used for interim disbursements.

The following instructions will be used when creating a Claim Voucher for those bills that can legally be paid between board meetings (interim disbursements) and for those who would like to continue using Claim Vouchers as before.

To create a Claim Voucher:

1. Either click on **Claim Voucher** in the **Icon** bar or choose **Purchase Orders** from the **Vendors** menu. (If the claim voucher template does not appear, go to *Creating a Claim Voucher from Scratch* discussed later in the manual.)


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home Customer Center Vendor Center Employee Center Report Center Search Find Backup Ch of Accnts Item Claim Voucher Bill TD by A Rpt Unpd Bills Rpt Sales Receipt
Open Windows
Create Purchase Orders
Enter Sales Receipts
Home
Chart of Accounts
Create Purchase Orders
Type a help question Ask
How Do I?
Previous Next Print E-mail Find Spelling History Customize
Vendor
Class
Ship To
Print Preview
Claim Voucher
Vendor
Item Description Qty Rate Fund Amount
Total
To be printed
To be e-mailed
Memo
Save & Close Save & New Clear

Template: Claim Voucher

Date: 02/05/2008

Claim Voucher #: 48

Due Date: 02/05/2008

2. Complete the following:
   - **Vendor:** Use either the pull-down menu to choose an existing vendor or **Add New** to add a new vendor. The Vendor is the company, organization, or individual to whom a check will be written. If you are paying an employee mileage or expense reimbursements, you will need to set them up as a Vendor. **Use** a **middle initial or something that is different than how they are set up in the employee list (for payroll purposes).**
   - **Class:** Use the drop-down menu to choose the appropriate fund. The entry in this field should match the entry in "Fund," which is discussed later.
   - **Date:** You should enter the date the check will be issued. In most cases, this will be the date of the District's board meeting.
   - **Claim Voucher #:** The Claim Voucher # will increase incrementally each time a Claim Voucher is entered into QuickBooks. Input in this field will only be necessary if you want to override the number that QuickBooks assigns. You can enter the check number if not using computer generated checks.
   - **Due Date:** Should match the Date field and date of check..
   - **Item**: Use the pull-down menu to choose the appropriate Item. In this case, it is the Utilities – G&E item that was created earlier.
   - **Description:** If you wish, you can change or add to the description. You will recall that we entered a description when the Item was created. That description now shows up on the Claim Voucher.
   - **Quantity:** The quantity field is not necessary unless you are purchasing a quantity of inventory items that will be tracked in QuickBooks.
   - **Rate:** Enter the amount of the expenditure associated with this line item, if applicable or just complete the Amount field.
   - **Fund:** Use pull-down menu to choose the appropriate fund. In this case, we have chosen the Operations Fund.
   - **Amount:** QuickBooks will calculate based on input in the Quantity and Rate fields, if applicable or you can enter the total.
3. **To be Printed:** If you wish to print several Claim Vouchers in a batch, make sure this box is checked. You will then be able to print all the Claim Vouchers at one time by going to the **File** menu, choose **Print Forms**, and then choose **Purchase Orders.** On the other hand, if you prefer to print the Claim Vouchers one at a time, simply click on the print button at the top of the screen before saving the claim voucher.

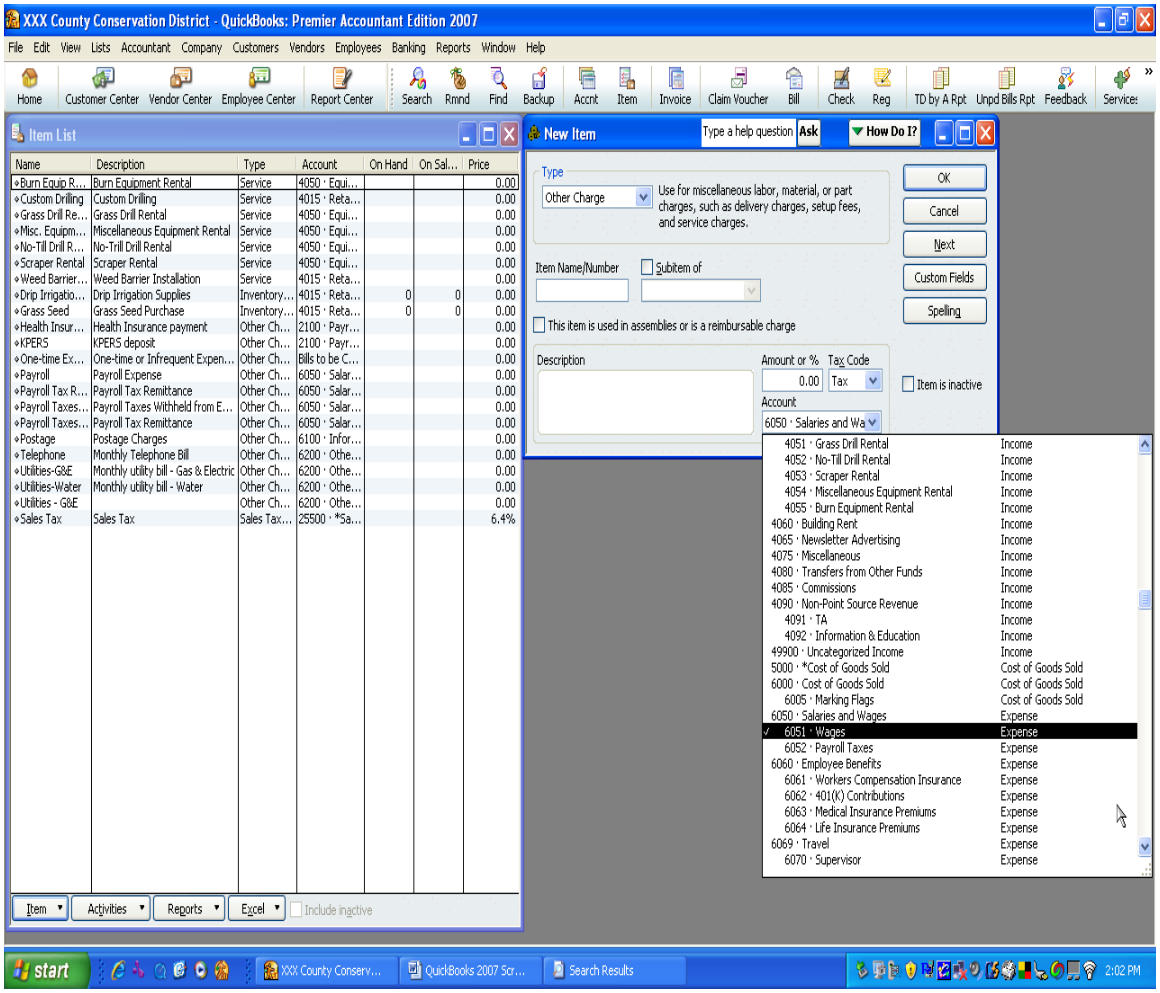
Tip- It may be easiest to print your Claim Vouchers in a batch prior to the District's board meeting. That way you can immediately follow up by printing the Unpaid Bills Needing Board Approval report.

4. **Memo:** Enter a short description of the expenditure.
5. **Click** on **Save & Close** to save the transaction and close the Claim Voucher window or **click** on **Save & New** to save the current Claim Voucher and enter another.

Reminder – Always fill in the **Memo** field because this is what prints on your reports.

➢*Payroll and Payroll Taxes (Not Using QuickBooks Payroll Features)*

You will need to create Items to use for payroll, payroll taxes, and other payroll related payments. Please refer to the previous instructions on Adding an Item to the Item List. Examples of items for Payroll and Payroll Taxes are pictured below.


XXX County Conservation District - QuickBooks: Premier Accountant Edition 2007
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Vendors
Employees
Banking
Reports
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Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Rmnd
Find
Backup
Accnt
Item
Invoice
Claim Voucher
Bill
Check
Reg
TD by A Rpt
Unpd Bills Rpt
Feedback
Services
Item List
Item
Activities
Reports
Excel
Include inactive
New Item
Type a help question
Ask
How Do I?
OK
Cancel
Next
Custom Fields
Spelling
start
XXX County Conserv...
QuickBooks 2007 Scr...
Search Results
2:02 PM

Item List

Name	Description	Type	Account	On Hand	On Sal...	Price
◆Burn Equip R...	Burn Equipment Rental	Service	4050 · Equi...			0.00
◆Custom Drilling	Custom Drilling	Service	4015 · Reta...			0.00
◆Grass Drill Re...	Grass Drill Rental	Service	4050 · Equi...			0.00
◆Misc. Equipm...	Miscellaneous Equipment Rental	Service	4050 · Equi...			0.00
◆No-Till Drill R...	No-Trill Drill Rental	Service	4050 · Equi...			0.00
◆Scraper Rental	Scraper Rental	Service	4050 · Equi...			0.00
◆Weed Barrier...	Weed Barrier Installation	Service	4015 · Reta...			0.00
◆Drip Irrigatio...	Drip Irrigation Supplies	Inventory...	4015 · Reta...	0	0	0.00
◆Grass Seed	Grass Seed Purchase	Inventory...	4015 · Reta...	0	0	0.00
◆Health Insur...	Health Insurance payment	Other Ch...	2100 · Payr...			0.00
◆KPERS	KPERS deposit	Other Ch...	2100 · Payr...			0.00
◆One-time Ex...	One-time or Infrequent Expen...	Other Ch...	Bills to be C...			0.00
◆Payroll	Payroll Expense	Other Ch...	6050 · Salar...			0.00
◆Payroll Tax R...	Payroll Tax Remittance	Other Ch...	6050 · Salar...			0.00
◆Payroll Taxes...	Payroll Taxes Withheld from E...	Other Ch...	6050 · Salar...			0.00
◆Payroll Taxes...	Payroll Tax Remittance	Other Ch...	6050 · Salar...			0.00
◆Postage	Postage Charges	Other Ch...	6100 · Infor...			0.00
◆Telephone	Monthly Telephone Bill	Other Ch...	6200 · Othe...			0.00
◆Utilities-G&E	Monthly utility bill - Gas & Electric	Other Ch...	6200 · Othe...			0.00
◆Utilities-Water	Monthly utility bill - Water	Other Ch...	6200 · Othe...			0.00
◆Utilities - G&E		Other Ch...	6200 · Othe...			0.00
◆Sales Tax	Sales Tax	Sales Tax...	25500 · *Sa...			6.4%

New Item

Type: Other Charge

Use for miscellaneous labor, material, or part charges, such as delivery charges, setup fees, and service charges.

Item Name/Number:

☐ Subitem of

☐ This item is used in assemblies or is a reimbursable charge

Description:

Amount or %: 0.00

Tax Code: Tax

☐ Item is inactive

Account: 6050 · Salaries and Wa

4051 · Grass Drill Rental	Income
4052 · No-Till Drill Rental	Income
4053 · Scraper Rental	Income
4054 · Miscellaneous Equipment Rental	Income
4055 · Burn Equipment Rental	Income
4060 · Building Rent	Income
4065 · Newsletter Advertising	Income
4075 · Miscellaneous	Income
4080 · Transfers from Other Funds	Income
4085 · Commissions	Income
4090 · Non-Point Source Revenue	Income
4091 · TA	Income
4092 · Information & Education	Income
49900 · Uncategorized Income	Income
5000 · *Cost of Goods Sold	Cost of Goods Sold
6000 · Cost of Goods Sold	Cost of Goods Sold
6005 · Marking Flags	Cost of Goods Sold
6050 · Salaries and Wages	Expense
✓ 6051 · Wages	Expense
6052 · Payroll Taxes	Expense
6060 · Employee Benefits	Expense
6061 · Workers Compensation Insurance	Expense
6062 · 401(K) Contributions	Expense
6063 · Medical Insurance Premiums	Expense
6064 · Life Insurance Premiums	Expense
6069 · Travel	Expense
6070 · Supervisor	Expense

The Chart of Account numbers 6050 through 6064 are used when doing payroll without the QuickBooks payroll service subscription.

If you have KPERS you will need to add account number 6053 KPERS – Employee Contribution as a subaccount of 6050 – Salaries and Wages. Add account number 6065 KPERS – Employer Contribution as a subaccount of 6060 – Employee Benefits.

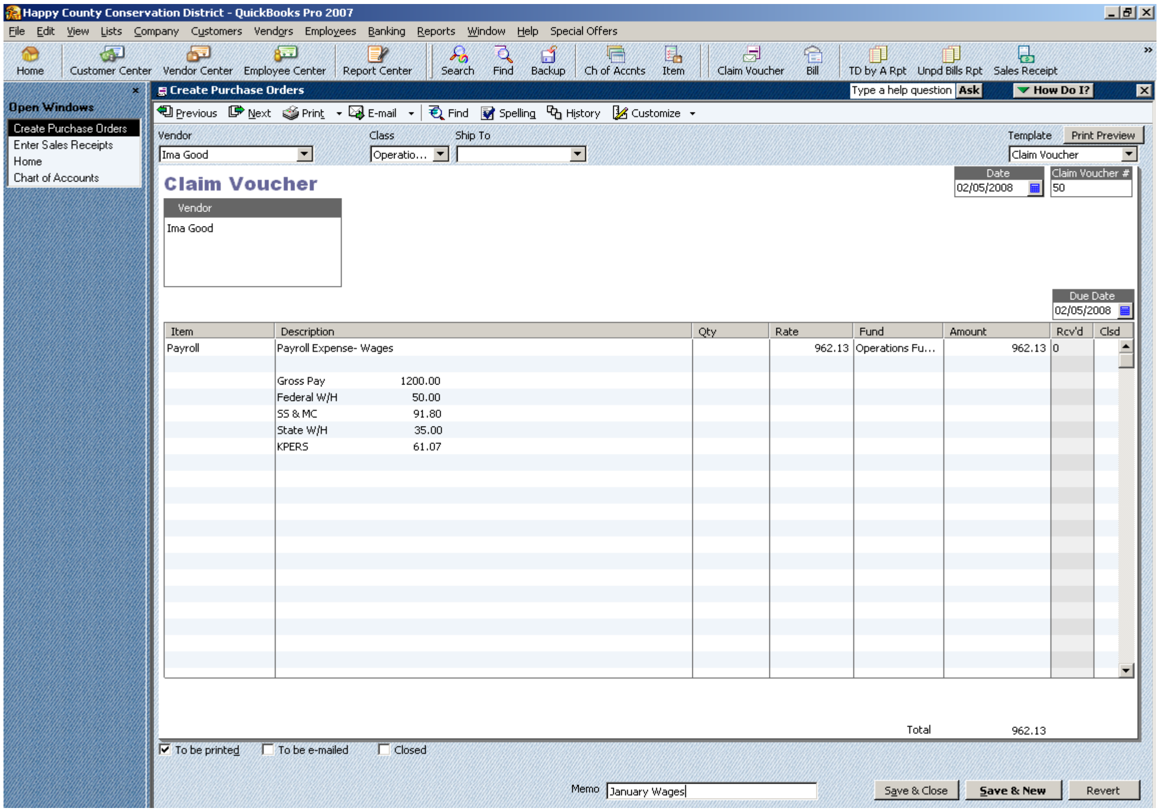
There is a subscription charge to use the Payroll Feature in QuickBooks. The instructions are not included in this manual. Please refer to the *Startup and Quick Reference Guide* that was included with your QuickBooks software purchase or other information provided by Intuit.

Account numbers 2100 through 2145 are set up to be used in the QuickBooks Basic Payroll (subscription required).

➢*Preparing a Payroll Claim Voucher*

If you are not using QuickBooks to process payroll and are instead keeping external payroll records, you need to prepare separate claim vouchers for each check to be issued. In that case, you would have a separate claim voucher for each employee paycheck and tax remittance. The reason for this is that it will simplify the process of converting claim vouchers into bills, which is discussed later in the manual.

Here is an example of how a Payroll Claim Voucher may be completed: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Create Purchase Orders
Type a help question Ask
How Do I?
Previous Next Print E-mail Find Spelling History Customize
Print Preview
Save & Close
Save & New
Revert

Vendor: Ima Good
Class: Operatio...
Ship To:
Template: Claim Voucher

Claim Voucher

Date: 02/05/2008
Claim Voucher #: 50
Vendor: Ima Good
Due Date: 02/05/2008

Item	Description	Qty	Rate	Fund	Amount	Rcv'd	Clsd
Payroll	Payroll Expense- Wages		962.13	Operations Fu...	962.13	0	
	Gross Pay 1200.00						
	Federal W/H 50.00						
	SS & MC 91.80						
	State W/H 35.00						
	KPERS 61.07						

Total 962.13

☑ To be printed ☐ To be e-mailed ☐ Closed

Memo: January Wages

➢ *Converting Claim Vouchers into Bills for Payment*

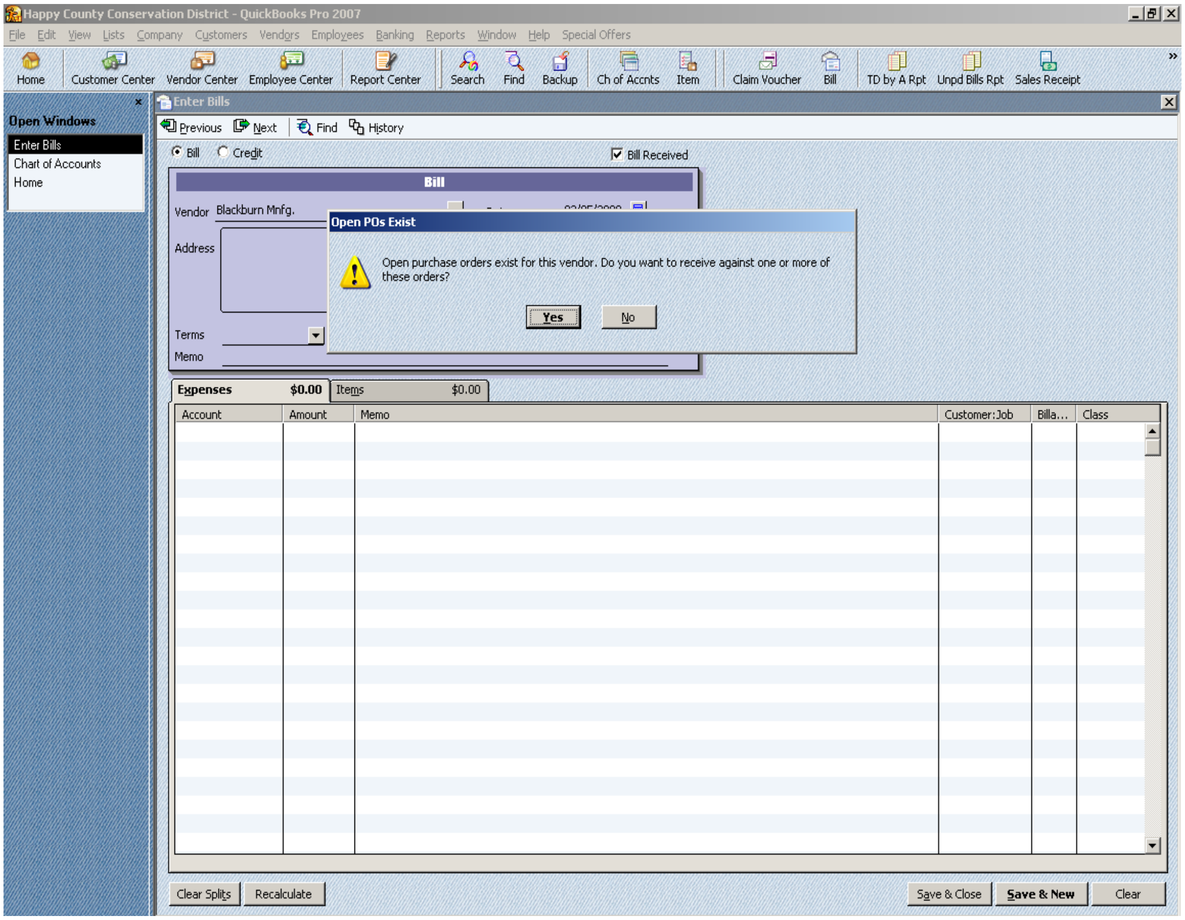
Unless you are using computer generated checks or processing a Claim Voucher for an interim disbursement, you do **not** need to convert the Claim Vouchers into Bills for payment until **after** the board meeting.

If you have created/printed the Claim Vouchers **and** are using computer generated checks, you must convert the Claim Vouchers into Bills for payment prior to the upcoming board meeting in order to print the checks and obtain signatures at the meeting. **Did you print the Unpaid Bills Needing Board Approval?** If not, stop now and print the report before proceeding to the next step. For the instructions on this report please refer to *Preparing the Treasurer's Report*, *Unpaid Bills Needing Board Approval* covered later.

Entering bills in QuickBooks enables you to not only track information about your purchases, but also to pay these bills. Since Claim Vouchers (Purchase Orders) have been created in QuickBooks you will be prompted to receive against them.

To convert claim vouchers into bill, complete these steps:

1. Click the **Bill** icon. The Enter Bills screen will appear.
2. Use the pull-down menu in the **Vendor** field to choose the first vendor to be paid. QuickBooks will check to see if there are any open Claim Vouchers for the vendor and if there are, the following message will be displayed: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TD by A Rpt
Unpd Bills Rpt
Sales Receipt
Open Windows
Enter Bills
Chart of Accounts
Home
Enter Bills
Previous
Next
Find
History
Address
Terms
Memo
Account
Amount
Memo
Customer:Job
Billa...
Class
Clear Splits
Recalculate
Save & Close
Save & New
Clear

● Bill ○ Credit ☑ Bill Received

Bill

Vendor Blackburn Mnfg.

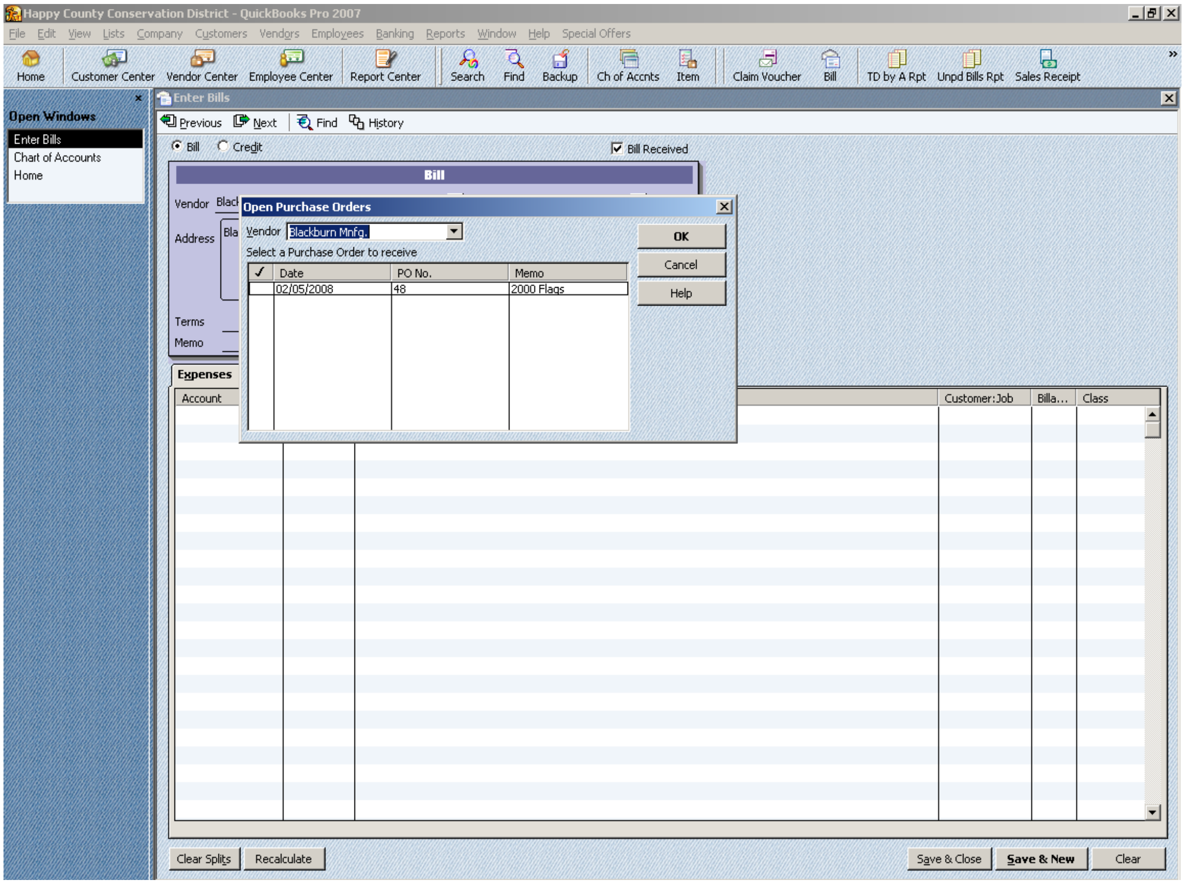
Open POs Exist

Open purchase orders exist for this vendor. Do you want to receive against one or more of these orders?

Yes No

Expenses **$0.00** Items $0.00

3. In the **Open POs Exist** window, click **Yes.** QuickBooks will then display a list of the Open Claim Vouchers for this Vendor.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Sales Receipt
Open Windows
Enter Bills
Chart of Accounts
Home
Enter Bills
Previous
Next
Find
History
Bill
Credit
Bill Received
Bill
Vendor
Address
Terms
Memo
Expenses
Account
Customer:Job
Billa...
Class
OK
Cancel
Help
Clear Splits
Recalculate
Save & Close
Save & New
Clear

Happy County Conservation District - QuickBooks Pro 2007

Open Purchase Orders

Vendor: Blackburn Mnfg.

Select a Purchase Order to receive

✓	Date	PO No.	Memo
	02/05/2008	48	2000 Flags

4. To choose a Claim Voucher for payment, simply use your mouse to click in the checkmark field next to the Claim Voucher that you wish to process for payment. A checkmark should appear in the column.
5. Then click **OK**. QuickBooks will pull the information from the Claim Voucher into the Enter Bills.
6. Verify the information on the screen. Date and bill due date is date of upcoming board meeting unless it qualifies as an interim disbursement, then use date it is to be paid.
7. Complete the **Memo** field.
8. Enter the check number if it is available in the Reference No. field.
9. Click **Save & Close** or **Save & New.**

Reminder **–** Always fill in the **Memo** field because this is what prints on your reports.

Some Claim Vouchers may keep appearing as being Open even after payment. Complete the following steps to close.

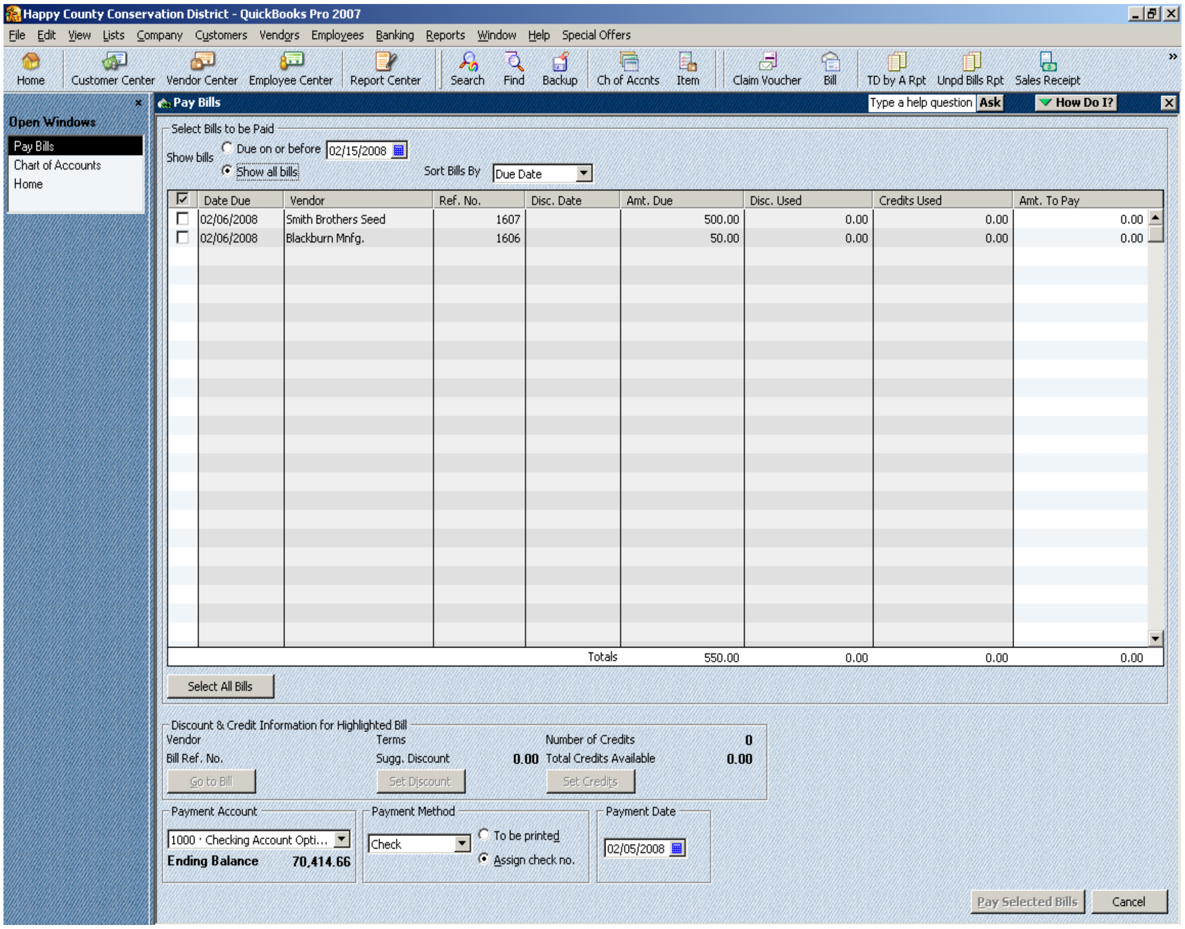
1. Go to the **Reports** menu and choose **Purchases**, and then click **Open Purchase Orders**. This will display those Claim Vouchers that have been paid and their status needs to be changed to reflect "Closed."
2. Double click on the line to pull up the Claim Voucher.
3. Click the blank checkbox next to **Closed**.
4. Click **Save & Close**.
5. The Recording Transaction window appears. Click **Yes** to record.

➢ *Paying Bills*

After the board approves to pay the unpaid bills, you’re ready to pay the bills that have been converted from a Claim Voucher or the ones that have been entered in the Pay Bill window (if you’re using the alternate report, *Unpaid Bills Needing Payment Approval*). You may also pay certain bills between board meetings in accordance to state statues.

To pay bills (except sales tax and payroll liabilities- paid subscription):

1. Go to the **Vendors** menu and click **Pay Bills.** The Pay Bills screen will appear.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Item
Claim Voucher
Bill
TD by A Rpt
Unpd Bills Rpt
Sales Receipt
Open Windows
Pay Bills
Chart of Accounts
Home
Pay Bills
Type a help question
Ask
How Do I?
Select Bills to be Paid
Select All Bills
Discount & Credit Information for Highlighted Bill
Go to Bill
Set Discount
Set Credits
Pay Selected Bills
Cancel

Show bills ○ Due on or before 02/15/2008
● Show all bills
Sort Bills By Due Date

☑	Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
☐	02/06/2008	Smith Brothers Seed	1607		500.00	0.00	0.00	0.00
☐	02/06/2008	Blackburn Mnfg.	1606		50.00	0.00	0.00	0.00
				Totals	550.00	0.00	0.00	0.00

Vendor
Terms
Number of Credits 0
Bill Ref. No.
Sugg. Discount 0.00
Total Credits Available 0.00

Payment Account: 1000 · Checking Account Opti...
Ending Balance 70,414.66
Payment Method: Check
○ To be printed
● Assign check no.
Payment Date: 02/05/2008

To view only the bills that are due to be approved and paid at the current month’s board meeting, you will click in the circle next to the **Due on or before** and supply the date of the board meeting in the **Date Field.** You can also choose to sort the bills to be paid in a variety of sequences including vendor name, due date, discount date, and amount due. To sort the bills according to your preference, use the pull-down menu in the **Sort Bills By** field to choose the preferred sort method. The bills meeting the date specification will then appear as separate line items on the screen in the order specified.

2. Select the bills that you are going to pay.
   - To pay all of the bills at one time, click on the **Select All Bills** button. Only do this if all the bills will be paid from the same checking account and fund.
   - If you only want to pay a few of the bills and/or you need to pay bills out of two separate account, use your mouse to click in the checkmark column next to the bills to be paid out of the same account.

3. Using the **Payment Account** drop-down list select the correct checking account.
4. Complete **Payment Method** information. If you are not using computer generated checks, you will want to choose the **Assign check no**. box in order to enter your check numbers.
5. Make adjustment to the **Payment Date**. The check date should be the same as the date of the District's board meeting. The only exception would be for interim transactions/disbursements that are authorized pursuant to KSA 12-10b & 75-4315.
6. Click **Pay Selected Bills** button.
7. Complete the **Assign Check Numbers** window. If you have ordered QuickBooks compatible checks for your printer, you will choose the circle next to "To Be Printed." On the other hand, if you are using hand-written or manually prepared checks, you will choose to "Assign Check No." and enter the check numbers.
8. Click **OK**.
9. **Payment Summary** window appears.
    - If you need to pay more bills from a different account and/or if you have two bills to the same vendor and want two separate checks (otherwise QuickBooks combines in one check) click **Pay More Bills**.
    - If finished paying bills click **Done**.
    - If you had "To Be Printed" selected (step 7), you will also have **Print Checks** as an option.

If you have two bills to the same vendor and you select them both, they will be combined in one check. If you want two separate checks you will have to select them one at a time and then finish paying and go back and select the other bill and pay it.

Always be sure you are paying this from the correct checking account. If you need to pay bills out of two separate accounts (i.e., some from the Operations Fund and some from the Enterprise Fund) you will need to do the Pay Bills option for each account.

You must use the Pay Bills window for your bill payments, except for sales tax and payroll liabilities. Do not use the Write Checks window to pay the bills that you entered in the Pay Bills window.

➢*Paying Sales Tax*

If you have Sales Tax turned on in preferences you must process the payment different than what was previously discussed in Paying Bills. Failure to do this will result in your balance sheet reflecting an incorrect sales tax liability.

To pay sales tax:

1. Go to the **Vendors** menu, choose **Sales Tax** and click **Pay Sales Tax**. The Pay Sales Tax window appears.
2. Select the proper checking account in the **Pay From Account** drop-down list.
3. Make adjustment to the **Check Date.**
4. Make adjustment to the **Show sales tax due through.**
5. Enter/verify the check number in the **Starting Check No.** field.
6. Use your mouse to click in the checkmark column next to the bills to be paid.
7. If you are going to print the check, click in the **To be printed** checkbox.
8. Click **OK.**

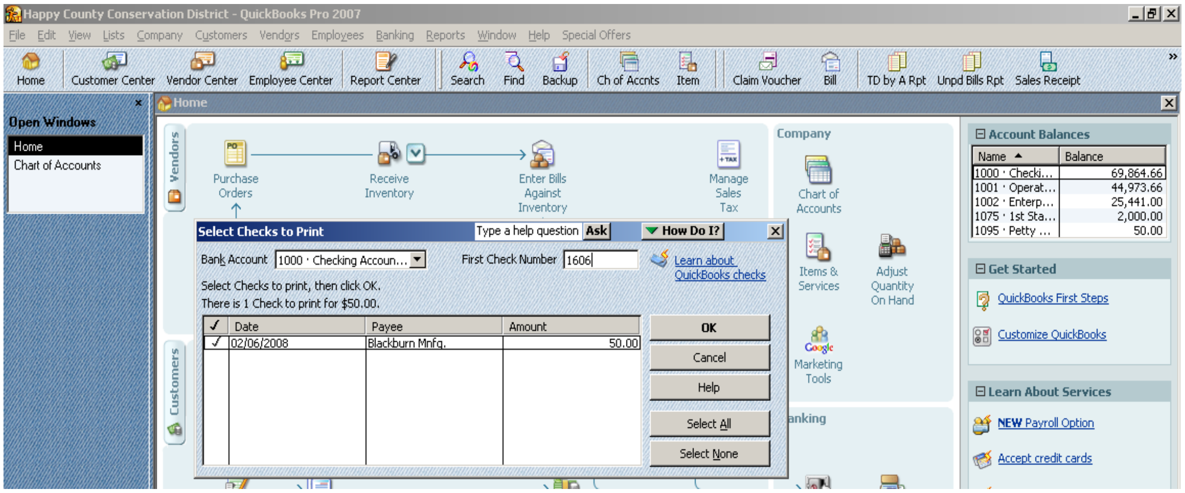
➢ *Printing Checks*

If you want to order checks to be used with QuickBooks, Intuit offers multiple check styles in a variety of colors and designs. It is recommended to use the Voucher Check Style. You can give one stub to your employee or vendor and file the other.

For those with QuickBooks compatible checks if you did not choose **Print Checks** from the **Payment Summary** window then below are the steps to print the checks.

To print checks:

1. Go to the **File** menu, choose **Print Forms** and click **Print Checks.** The Select Checks to Print screen appears.


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home Customer Center Vendor Center Employee Center Report Center Search Find Backup Ch of Accnts Item Claim Voucher Bill TD by A Rpt Unpd Bills Rpt Sales Receipt
Open Windows
Home
Chart of Accounts
Home
Vendors
Purchase Orders
Receive Inventory
Enter Bills Against Inventory
Manage Sales Tax
Company
Chart of Accounts
Items & Services
Adjust Quantity On Hand
Marketing Tools
anking
Customers
Account Balances
Get Started
QuickBooks First Steps
Customize QuickBooks
Learn About Services
NEW Payroll Option
Accept credit cards
Type a help question Ask
How Do I?
Learn about QuickBooks checks
OK
Cancel
Help
Select All
Select None

Select Checks to Print

Bank Account 1000 · Checking Accoun...

First Check Number 1606

Select Checks to print, then click OK.
There is 1 Check to print for $50.00.

✓	Date	Payee	Amount
✓	02/06/2008	Blackburn Mnfg.	50.00

Account Balances

Name	Balance
1000 · Checki...	69,864.66
1001 · Operat...	44,973.66
1002 · Enterp...	25,441.00
1075 · 1st Sta...	2,000.00
1095 · Petty ...	50.00

2. Select the appropriate bank account from the **Bank Account** drop-down list.
3. Then supply the first check number to be printed, which should match the check number on your preprinted check stock. Notice that the line above the Date column indicates both the number of checks to be printed and the total amount of the cash disbursements from that account.
4. Select the checks to print.
   - Click beside the appropriate check(s).
   - Click **Select All** if you want to print all of them and they are being paid out of the same account.
5. Click **OK**.
6. Choose your printer from the drop-down list.
7. Select your Check Style (Voucher, Standard, or Wallet).
8. Click **Print**.
9. If you have written checks from both the **Operations** and the **Enterprise** accounts, you will need to return to the **Select Checks to Print** window to print checks from the second account.

If you share a printer, notify coworkers when you have checks loaded and not to use the printer until you are done.

➢*Required Reports*

A number of customized reports have been designed specifically for conservation districts including the Treasurer's Reports and Income & Expense Reports. Many of these have been saved in the Memorized Reports (click on the **Reports** menu).

The following are the reports that QuickBooks is capable of generating that meet statute requirements:

1. **Treasurer's Report-Transaction Detail by Account** is presented at each board meeting & a copy submitted to SCC with Minutes.
2. **Unpaid Bills Needing Board Approval or the Unpaid Bills Needing Payment Approval** is presented at each board meeting & a copy submitted to SCC with Minutes.
3. **Reconciliation Detail Report** should be printed each month for each bank account after you successfully reconcile each account. This report does not need to be submitted to SCC. It is to verify accurate entries in your bank accounts.
4. **Deposit Detail** report (when using the Undeposited Funds option) should be presented at each board meeting, however does not need to be submitted to SCC.

Do not memorize each monthly report. These are templates and you just need to change the dates to get the report for the given period you want.

➢*Optional Reports*

There are numerous other reports available within QuickBooks that have not been customized and not all are discussed in this manual. Feel free to take a look at **Report Center** (located in the Navigation bar) to view other options that you may want to use.

1. The **Profit and Loss by Class** report (before the Treasurer's Report-Transaction Detail by Account is printed) should be viewed/printed monthly to make sure entries have been posted to the correct account and none show up as "Unclassified." This report is found in the Reports menu-Company & Financial.
2. **QuickReports** are an excellent fast source of information. QuickReports are predesigned reports that give you information about the items you're currently viewing onscreen. You can right click on a name when you are in the Customer Center, Vendor Center, or Chart of Accounts and click **QuickReport** from the menu.
3. If applicable, a list of **Open Invoices** showing those charge customers who owe the conservation district. This report is found in **the Reports menu-Customers & Receivables.**

➢*Preparing the Treasurer's Reports*

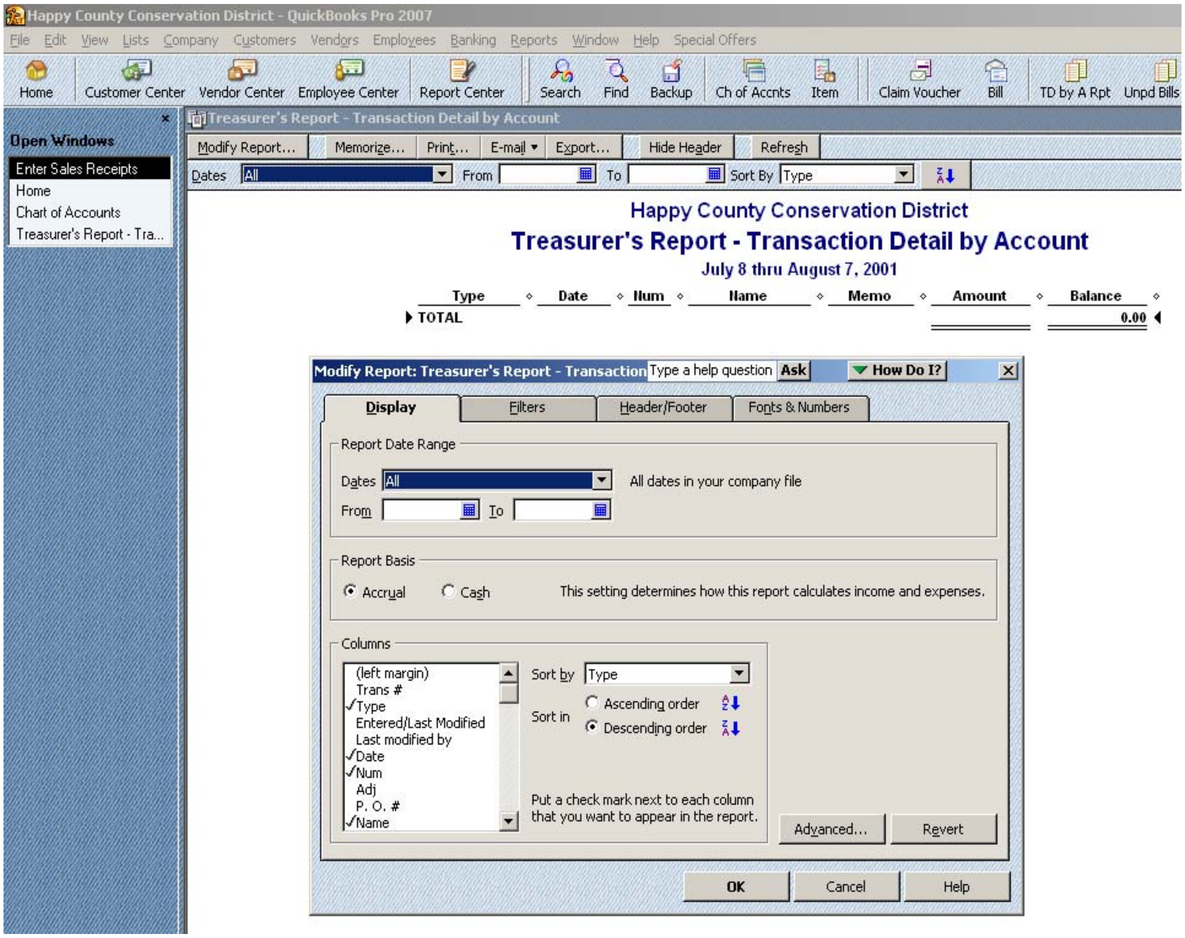
The **Treasurer's Report- Transaction Detail by Account** and the **Unpaid Bills Needing Board Approval** are two reports that are required by statute to be presented at every regular board meeting. These reports are grouped together as the **Treasurer's Report** in the **Memorized Report List.**

> As an alternative to creating/printing individual Claim Vouchers in order to generate the Unpaid Bills Needing Board Approval, you may create a new report that satisfies the statutory requirements- see the instructions for *Generating the Unpaid Bills Needing Payment Approval*.

Treasurer's Report - Transaction Detail by Account

To prepare this report follow these steps:

1. Click on the Transaction Detail by Account Report (**TD by A Rpt**) icon, if the icon has not been created then:
   a. Go to the **Reports** menu.
   b. Choose **Memorized Reports.**
   c. Choose **Treasurer's Report.**
   d. Click **Treasurer's-Transaction Detail by Account**.
2. The Treasurer's Report - Transaction Detail Account will appear on the screen with the Modify Report window. (If the window isn't open, click the **Modify Report** button in the upper, left side of the report.)



Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Find
Backup
Ch of Accnts
Item
Claim Voucher
Bill
TD by A Rpt
Unpd Bills
Open Windows
Enter Sales Receipts
Home
Chart of Accounts
Treasurer's Report - Tra...
Treasurer's Report - Transaction Detail by Account
Modify Report...
Memorize...
Print...
E-mail
Export...
Hide Header
Refresh
Modify Report: Treasurer's Report - Transaction
Type a help question
Ask
How Do I?
Display
Filters
Header/Footer
Fonts & Numbers
Advanced...
Revert
OK
Cancel
Help

Dates All From To Sort By Type

Happy County Conservation District
Treasurer's Report - Transaction Detail by Account
July 8 thru August 7, 2001

Type	Date	Num	Name	Memo	Amount	Balance
TOTAL						0.00

Report Date Range

Dates All — All dates in your company file

From To

Report Basis

● Accrual ○ Cash — This setting determines how this report calculates income and expenses.

Columns

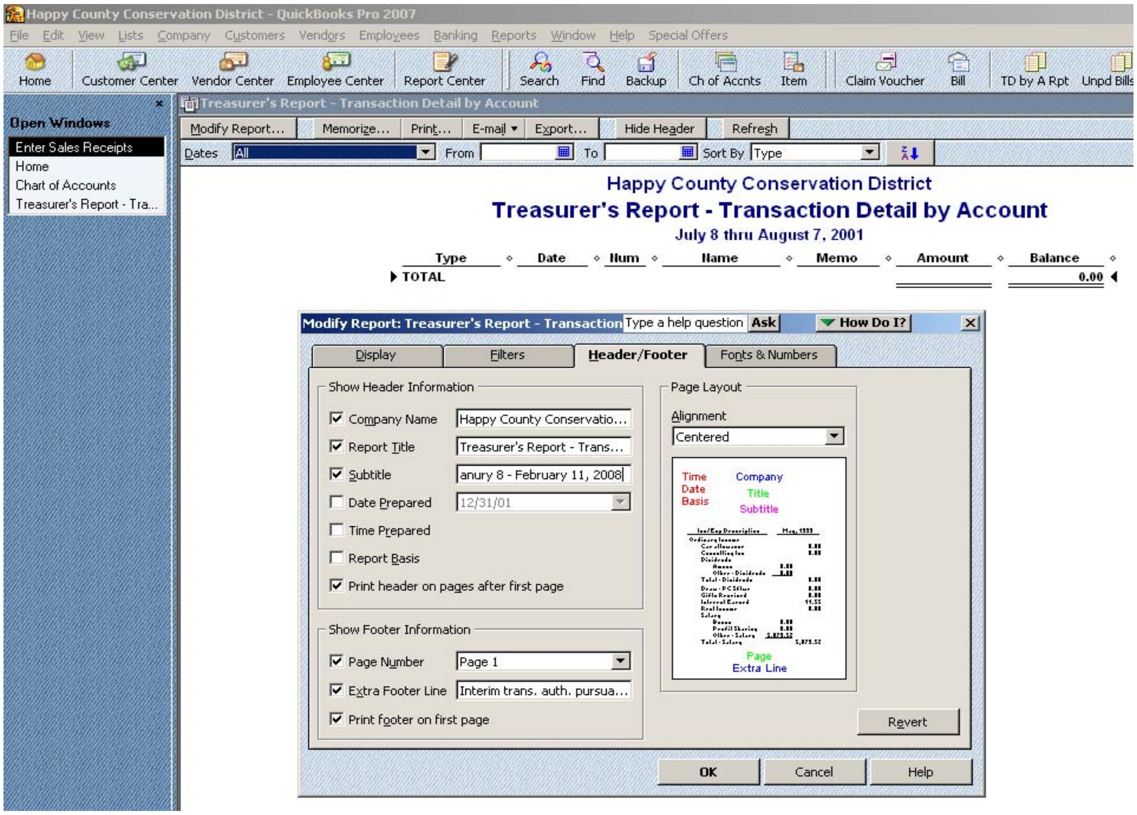
(left margin)
Trans #
✓Type
Entered/Last Modified
Last modified by
✓Date
✓Num
Adj
P. O. #
✓Name

Sort by Type

Sort in ○ Ascending order ● Descending order

Put a check mark next to each column that you want to appear in the report.

3. You will need to set the **From** and **To** dates for the current reporting period. You can do this by manually typing in the dates or using the calendar icons. The report period may run from the first of the month to the last day of the month (prior to the upcoming meeting date), or the day of the last board meeting to the day before the upcoming board meeting.
4. You will need to modify the report header to print the same reporting period dates as the From and To dates. To change the header, click on the **Header/Footer** tab and change the date in the **Subtitle** field so it reflects the report period dates.



Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Find
Backup
Ch of Accnts
Item
Claim Voucher
Bill
TD by A Rpt
Unpd Bills
Open Windows
Enter Sales Receipts
Home
Chart of Accounts
Treasurer's Report - Tra...
Treasurer's Report - Transaction Detail by Account
Modify Report...
Memorize...
Print...
E-mail
Export...
Hide Header
Refresh
Type a help question
Ask
How Do I?
Display
Filters
Header/Footer
Fonts & Numbers
Time
Date
Basis
Company
Title
Subtitle
Page
Extra Line
Revert
OK
Cancel
Help

Dates: All
From
To
Sort By: Type

Happy County Conservation District
Treasurer's Report - Transaction Detail by Account
July 8 thru August 7, 2001

Type	Date	Num	Name	Memo	Amount	Balance
TOTAL						0.00

Modify Report: Treasurer's Report - Transaction

Show Header Information
☑ Company Name: Happy County Conservatio...
☑ Report Title: Treasurer's Report - Trans...
☑ Subtitle: anury 8 - February 11, 2008
☐ Date Prepared: 12/31/01
☐ Time Prepared
☐ Report Basis
☑ Print header on pages after first page

Show Footer Information
☑ Page Number: Page 1
☑ Extra Footer Line: Interim trans. auth. pursua...
☑ Print footer on first page

Page Layout
Alignment: Centered

5. Click **OK**.
6. The report appears on the screen. Click on the **Print** button, make any necessary changes in the **Print Reports** window.
7. Click **Print**.

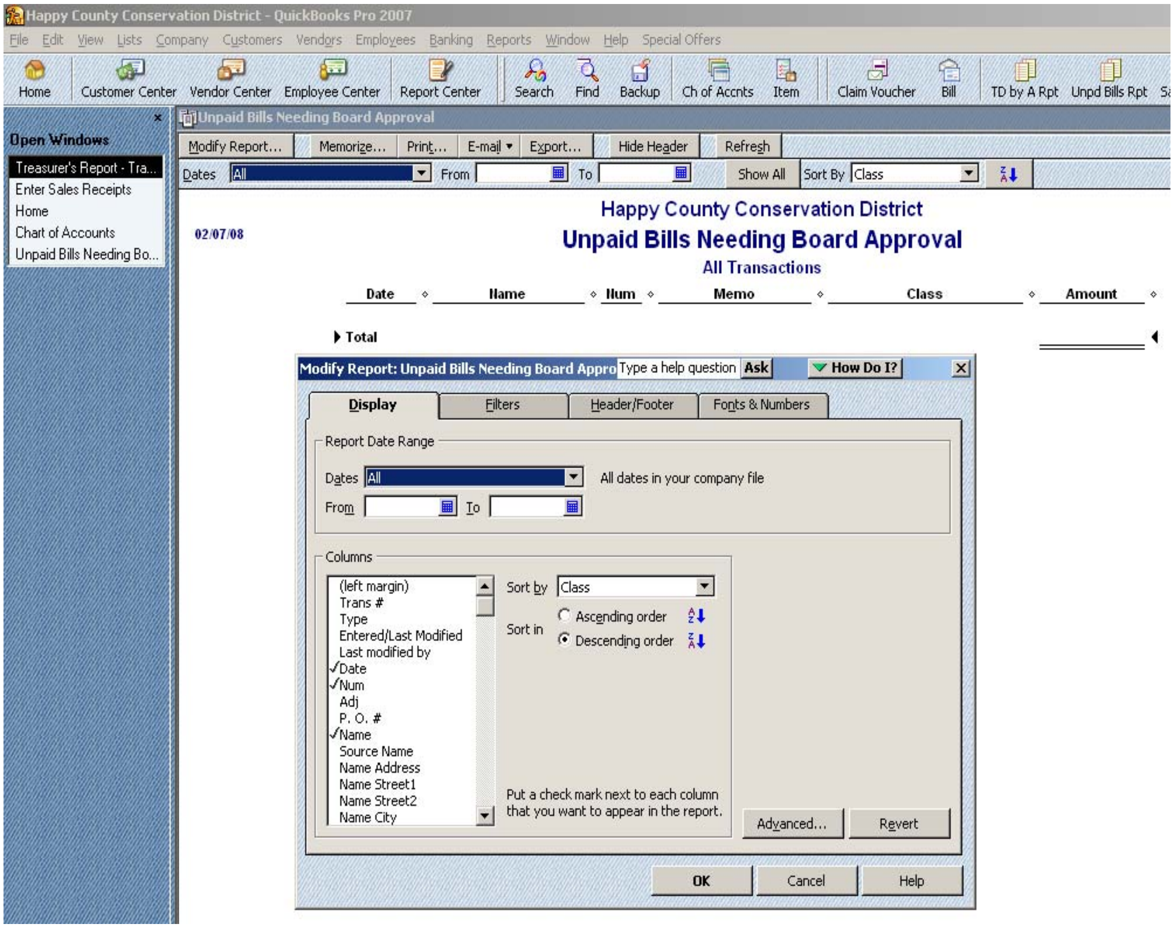
Unpaid Bills Needing Board Approval

The information printed on this report is data from the Claim Vouchers so that is why this report **must** be printed prior to the conversion of Claim Vouchers into Bills. The conservation district board reviews this report and then approves the amount for payment.

To prepare this report, follow these steps:

1. Click on the Unpaid Bills Needing Board Approval (**Unpd Bills Rpt**) icon. If icon has not been created then:
    a. Go to the **Reports** menu.
    b. Choose **Memorized Reports.**
    c. Choose **Treasurer's Report.**
    d. Click **Unpaid Bills Needing Board Approval**.

2. The Unpaid Bills Needing Board Approval will appear on the screen with the Modify Report window. (If the window isn't open, click the **Modify Report** button in the upper, left side of the report.)


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home Customer Center Vendor Center Employee Center Report Center Search Find Backup Ch of Accnts Item Claim Voucher Bill TD by A Rpt Unpd Bills Rpt
Open Windows
Treasurer's Report - Tra...
Enter Sales Receipts
Home
Chart of Accounts
Unpaid Bills Needing Bo...
Unpaid Bills Needing Board Approval
Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh
Show All
Modify Report: Unpaid Bills Needing Board Appro
Type a help question Ask How Do I?
Display Filters Header/Footer Fonts & Numbers
Report Date Range
Columns
Advanced... Revert
OK Cancel Help

Dates: All From: To: Sort By: Class

Happy County Conservation District
Unpaid Bills Needing Board Approval
All Transactions

02/07/08

Date	Name	Num	Memo	Class	Amount
Total					

Dates: All — All dates in your company file
From: To:

Columns:
- (left margin)
- Trans #
- Type
- Entered/Last Modified
- Last modified by
- ✓Date
- ✓Num
- Adj
- P. O. #
- ✓Name
- Source Name
- Name Address
- Name Street1
- Name Street2
- Name City

Sort by: Class
Sort in: ○ Ascending order ● Descending order

Put a check mark next to each column that you want to appear in the report.

3. You will need to set the **From** and **To** dates to the day of your upcoming board meeting. You can do this by manually typing in the dates or using the calendar icons. Both dates should be set to the date of the upcoming board meeting. This report is designed to summarize the current bills that the board will be approving for payment.
4. Click **OK**.
5. The report appears on the screen. Click on the **Print** button, make any necessary changes in the **Print Reports** window.
6. Click **Print**.

If you would like this report split out by Funds, you can do this by using the QuickBooks Filter option.

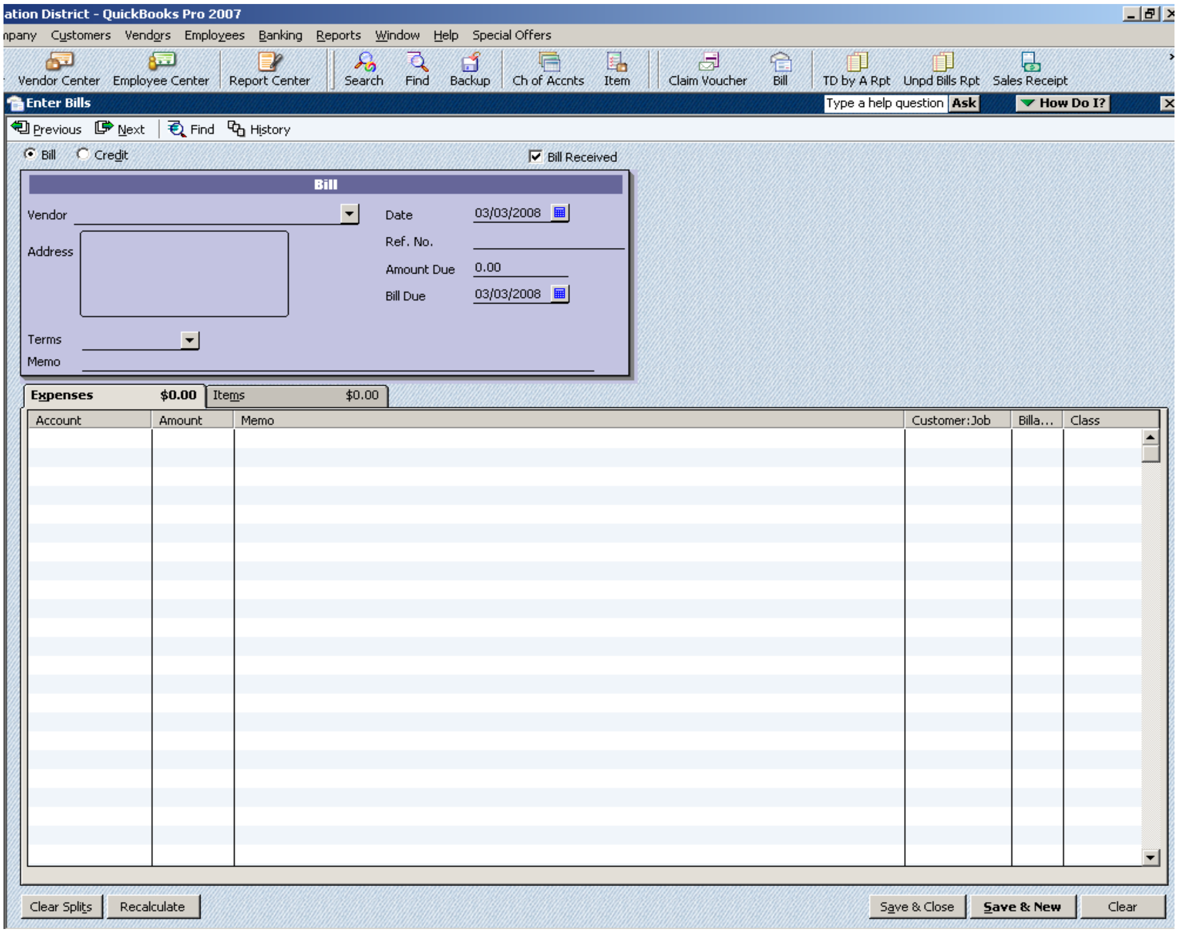
1. When the report is showing on the screen, click on the **Modify Report** button in the upper, left side of the report.
2. Click on the **Filters** tab across the top.
3. Under the Filter box and click on **Class.**
4. In the **Class** box choose the Header Account for the Fund you wish to see, **i.e. Operations Fund or Enterprise Fund.**
5. Click **OK.**
6. The report appears on the screen. Print this report then repeat the above steps for the other fund.

➢ *Generating the Unpaid Bills Needing Payment Approval (new report)*

This report may be used as an alternative to creating/printing individual Claim Vouchers for those bills to be approved at board meetings and will be printed instead of the *Unpaid Bills Needing Board Approval*. This report will be reviewed (with supporting documents) and signed by the Treasurer prior to board approval and issuing of checks. For instructions on creating this report see *Creating the Unpaid Bills Needing Payment Approval Report from Scratch (new)*. The data to generate the Unpaid Bills Needing Payment Approval report comes from the bills entered into QuickBooks.

To enter a bill:

1. Go to the **Vendors** menu and click **Enter Bills.**


ation District - QuickBooks Pro 2007
npany Customers Vendors Employees Banking Reports Window Help Special Offers
Vendor Center Employee Center Report Center Search Find Backup Ch of Accnts Item Claim Voucher Bill TD by A Rpt Unpd Bills Rpt Sales Receipt
Enter Bills
Type a help question Ask
How Do I?
Previous Next Find History
Bill
Credit
Bill Received
Bill
Vendor
Address
Terms
Memo
Ref. No.
Expenses
Items
Account
Amount
Memo
Customer:Job
Billa...
Class
Clear Splits
Recalculate
Save & Close
Save & New
Clear

● Bill ○ Credit ☑ Bill Received

Date 03/03/2008

Amount Due 0.00

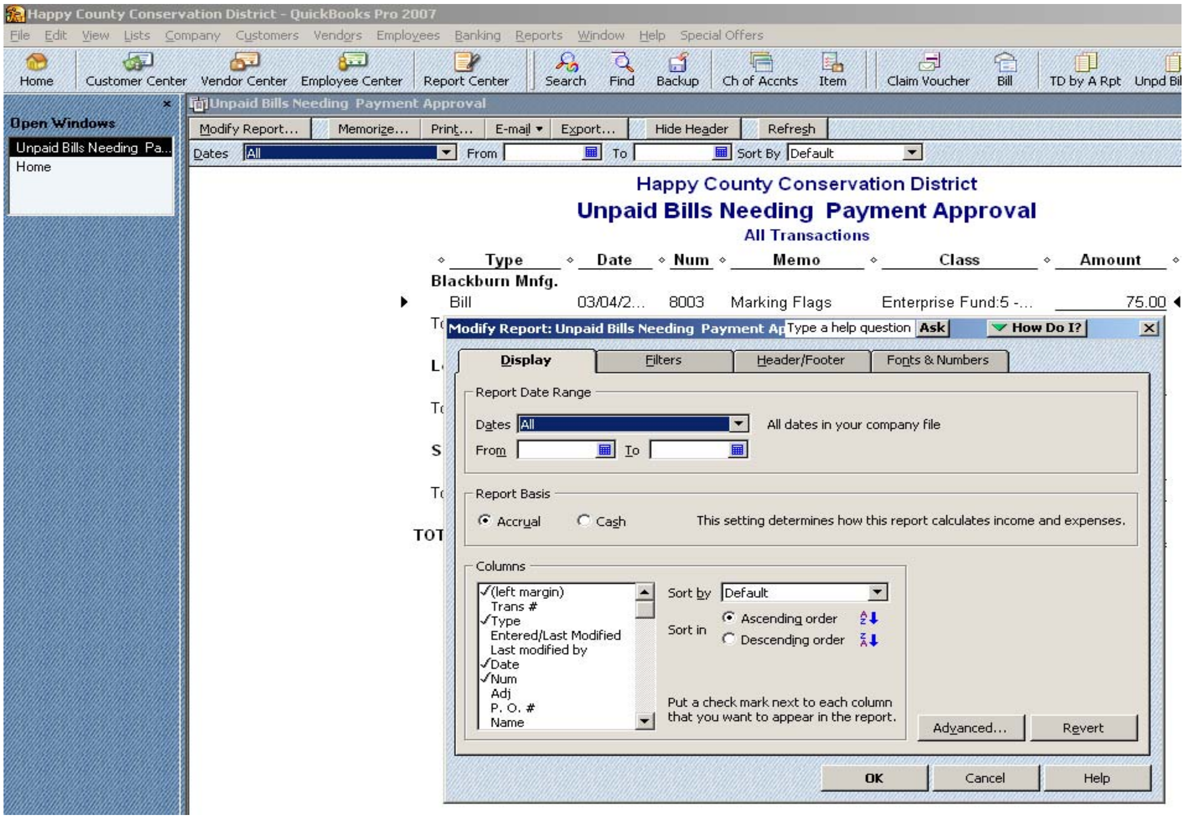
Bill Due 03/03/2008

Expenses $0.00 Items $0.00

2. Enter or choose the vendor from the **Vendor** drop-down list. If a vendor is not listed, choose **Add New** and complete applicable information.
3. Change the **Date** and **Bill Due** to the date of the upcoming meeting.
4. Complete the **Ref. No.** field with the check number.
5. Complete the **Amount Due** field.
6. Complete the **Memo** field.
7. Click in the **Account** column, and select the expense Account from the drop-down list and select the **Class**.
8. If you are done entering bills click the **Save & Close** button or if you would like to enter another bill click the **Save & New** button.

To prepare the Unpaid Bills Needing Payment Approval report, follow these steps:

1. From the Reports menu choose **Memorized Reports and c**lick **Unpaid Bills Needing Payment Approval**.
2. The Unpaid Bills Needing Payment Approval will appear on the screen with the Modify Report window. (If the window isn't open, click the **Modify Report** button in the upper, left side of the report.)


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Find
Backup
Ch of Accnts
Item
Claim Voucher
Bill
TD by A Rpt
Unpd Bil
Open Windows
Unpaid Bills Needing Pa...
Home
Unpaid Bills Needing Payment Approval
Modify Report...
Memorize...
Print...
E-mail
Export...
Hide Header
Refresh
Modify Report: Unpaid Bills Needing Payment Ap
Type a help question
Ask
How Do I?
Display
Filters
Header/Footer
Fonts & Numbers
Advanced...
Revert
OK
Cancel
Help

Dates All From To Sort By Default

Happy County Conservation District
Unpaid Bills Needing Payment Approval
All Transactions

Type	Date	Num	Memo	Class	Amount
Blackburn Mnfg.					
Bill	03/04/2...	8003	Marking Flags	Enterprise Fund:5 -...	75.00

Report Date Range
Dates: All — All dates in your company file
From: To:

Report Basis
● Accrual ○ Cash — This setting determines how this report calculates income and expenses.

Columns
✓(left margin)
Trans #
✓Type
Entered/Last Modified
Last modified by
✓Date
✓Num
Adj
P. O. #
Name

Sort by: Default
Sort in: ● Ascending order ○ Descending order

Put a check mark next to each column that you want to appear in the report.

3. You will need to set the **From** and **To** dates to the day of your upcoming board meeting. You can do this by manually typing in the dates or using the calendar icons. Both dates should be set to the date of the upcoming board meeting. This report is designed to summarize the current bills that the Treasurer will review/certify as being correct and then the board will be approving for payment.
4. Click **OK**.
5. The report appears on the screen. Click on the **Print** button, make any necessary changes in the **Print Reports** window.
6. Click **Print**.

If you would like this report split out by Funds, you can do this by using the QuickBooks Filter option.

1. When the report is showing on the screen, click on the **Modify Report** button in the upper, left side of the report.
2. Click on the **Filters** tab across the top.
3. Under the Filter box and click on **Class.**
4. In the **Class** box choose the Header Account for the Fund you wish to see, **i.e. Operations Fund or Enterprise Fund.**
5. Click **OK.**
6. The report appears on the screen. Print this report then repeat the above steps for the other fund.

➢*Bank Reconciliation*

Reconcile all bank accounts every month in QuickBooks! The Reconciliation Report should be presented and reviewed by the Treasurer every month. You can print the report after reconciling.

To reconcile complete the following steps:

1. Go to the **Banking** menu and click **Reconcile** to open the **Begin Reconciliation** window.
2. Choose the account you want to reconcile from the **Account** drop-down list.
3. In the **Statement Date** field, enter the date of the bank statement you are trying to reconcile.
4. Compare the amount in the **Beginning Balance** field to the opening balance amount shown on your statement. The first time the "Opening Balance" will be 0.00 and after that it must (or an error occurred) match the beginning balance on the bank statement.
5. In the **Ending Balance** field, enter the statement ending balance. (You must enter an ending balance, but if you only want to view you can enter 0 and then click continue.)
6. Enter any service charges or interest earned that you have not already entered as QuickBooks transactions. Complete all of the associated fields.
    - The date should be the date it occurred.
    - The account is the name of the expense or income account that you use to track these. (Must be setup in the Chart of Accounts, "Service Charge" and "Interest Earned.")
7. Click **Continue** to open the Reconcile window for the account you've chosen.
8. Click the transactions that match the transactions on the statement.
9. If the **Difference** is **0.00** (bottom right corner of the **Reconcile** window), click on **Reconcile Now**. (If the amount is not zero, click on **Leave**; you MUST find the error and correct it before completing the reconciliation.)
10. In the Select Reconciliation Report window, select **Detail** and then click **Print.**
11. In the Print Lists window, choose **Print this report to your Printer,** and then click **Print**.

> You can click on "Leave" at anytime without loosing the work you have done in the reconciliation window.

➢*Deposit Detail Report*

This report shows details about the deposits you've made. If you use the Undeposited Funds option in QuickBooks, you must print this report every month.

To prepare this report follow these steps:

1. Go to the **Reports** menu, choose **Banking**, and then click **Deposit Detail**.
2. The **Deposit Detail** will appear on the screen with the **Modify Report** window. (If the window isn't open, click the **Modify Report** button in the upper, left side of the report.)
3. You will need to set the **From** and **To** dates for the current reporting period. You can do this by manually typing in the dates or using the calendar icons. The report period must match the report period of the Treasurer's Report – Transaction by Detail.
4. Click **OK**.
5. The report appears on the screen. Click on the **Print** button, make any necessary changes in the **Print Reports** window.
6. Click **Print**.

➢*Adding and Removing Columns from a Report*

On the Deposit Detail Report you will notice that there is not a column for the Memo field. This is very important in order to see the detail information we need. In order to add this column to the report, you will need to follow these steps:

1. Display the Deposit Detail Report.
2. Click the **Modify Report** button.
3. Make sure you are on the **Display** tab**.**
4. In the **Columns** box, choose **Memo**.
5. Click **OK** in the **Modify Report** window.
6. Memorize the report for reuse.

To remove columns from a report, in Step 4 above- instead click on the name to remove the checkmark so the column will not show up on the report. **Be careful not to remove a column that is essential to the report in order to meet statutory requirements.**

➢*Changing the Scope of a Report (Filtering)*

Filters let you change the scope of a report. When you apply a filter, you choose how you want QuickBooks to restrict the report. You can apply filters either one at a time or in combination with each other.

Let's say you want to track the income and expense on Grass Seed. If you set up an Income Account for Grass Seed and an Expense Account for Grass Seed and then two items, one being Grass Seed Income (posts to income account) and one being Grass Seed Expense (posts to expense account) you will be able to generate a Profit and Loss Report based on Grass Seed.

1. From the reports menu choose **Company & Financial, Profit & Loss Standard.**
2. Click on the **Modify Report** button.
3. Click on the **Filters** tab.
4. In the **Choose Filter** box click **Account.**
5. In the **Account** box drop-down list, scroll to the top and choose **Multiple Accounts.**
6. In the list choose **Grass Seed Income** and **Grass Seed Expense**.
7. Click **OK.**
8. Click **OK** in the Modify Report window.

Remember you can modify the dates to get the date range you are wanting.

➢ *Changing the Font*

You can change the font type, style, and size on your reports. For example, if you would like the totals to be bold on this report, you will need to follow these steps:

1. With the report showing on the screen, click the **Modify Report** button.
2. Click on the **Fonts & Numbers** tab.
3. In the **Change Font For** box, choose **Report Data.**
4. Click on the **Change Font** button.
5. Change the Font Style to **Bold**.
6. Click **OK**. in the Report Data window.
7. You will be asked, "**Change all related fonts?"** Choose **No**.
8. Click **OK**.

Your totals should now be Bold. If you wish to keep these changes for each month you will need to memorize the report. You can also change how numbers appear on your report.

➢ *Removing the Date Prepared, Time Prepared, and/or Report Bases from Report*

If the report has some information appearing at the top that you do not wish to have displayed, you can easily remove it by following these steps:

1. With the report showing on the screen, click the **Modify Report** button.
2. Click on the **Header/Footer** tab**.**
3. Select (removes checkmark) anything you do not wish to have printed on this report.
4. Click **OK**.
5. Memorize the report for reuse.

➢ *Memorizing a Report for Reuse*

If you change the settings of a report and want to save the new settings, follow these steps:

1. Open the report.
2. After you customize the report, click on the **Memorize** button at the top of the report.
3. If you have changed an existing memorized report, indicate whether you want to replace the earlier report with the same name or create a new memorized report with a new name.
4. In the **Memorize Report** window, enter a title for the report.
5. If you want to save the report to a memorized report group, choose **Save** in **Memorized Report Group** and choose the group from the drop-down list.
6. Click **OK**.

Whenever you have an icon that links back to a memorized report, anytime you make changes to the report these changes **WILL NOT** be reflected on the one associated with the icon. You will need to memorize the report you wish to use and delete the current icon and set up a new one.

You do not want to memorize a bunch of the same report such as a January Treasurer's Report, February Treasurer's Report and so on. You will just need one and then change the dates for the range you are wanting.

➢ *Managing Memorized Reports*

Moving
To move a report from one group to another, you need to position your cursor on the diamond to the left of the report title. When you get the 4 headed arrow, click and drag it to the location you want it to be moved.

Deleting
In order to delete a memorized report:

1. Go to the **Reports** menu, choose **Memorized Reports**, and then click **Memorized Report List**.
2. Select the report you want to delete.
3. Click **Memorized Report** at the bottom of the list and choose **Delete Memorized Report** from the menu.
4. Click **OK**.

Creating New Groups
You can customize the Memorized Report List by creating your own groupings:

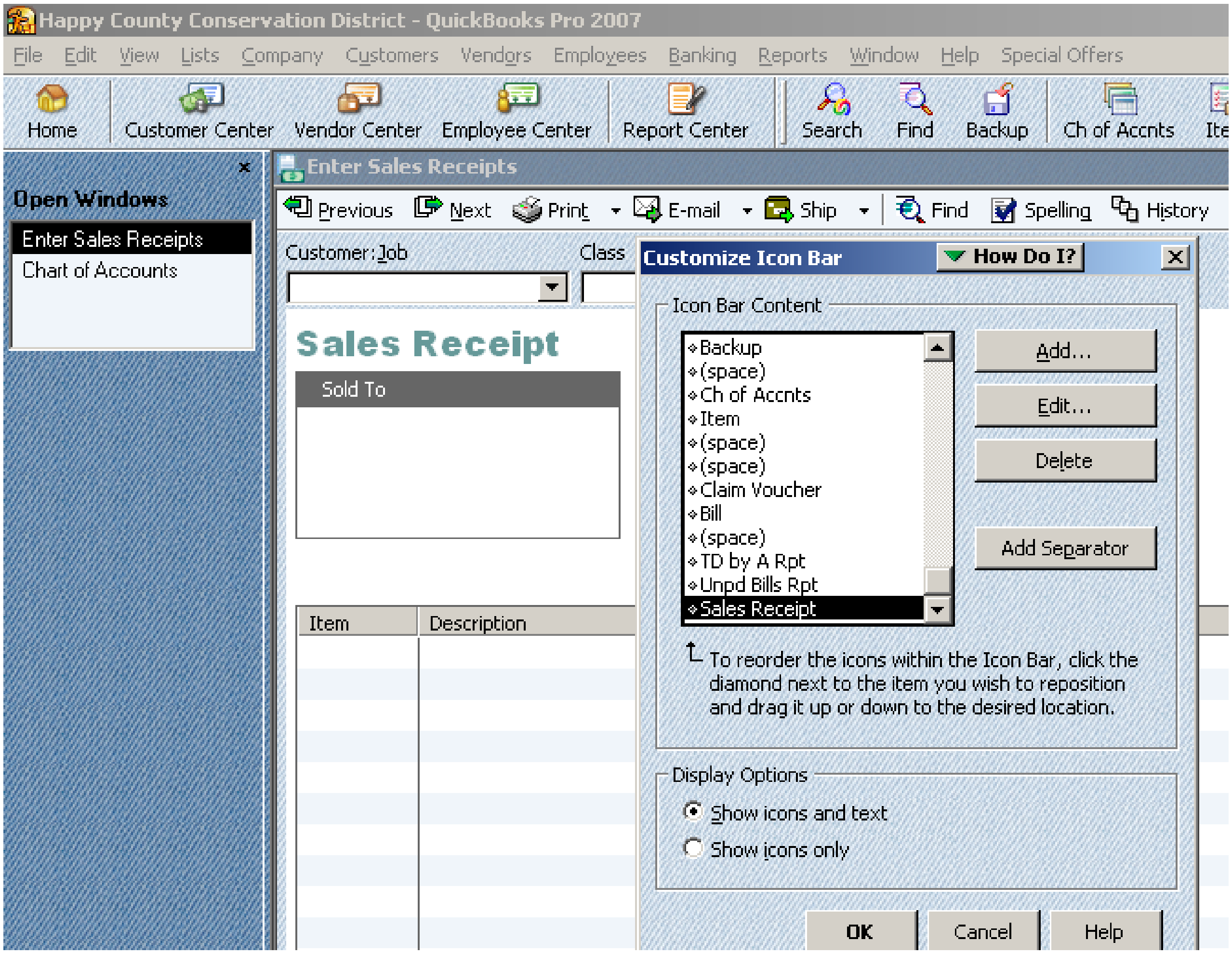
1. Go to the **Reports** menu, choose **Memorized Reports**, and then click **Memorized Report List.**
2. Click **Memorized Report** at the bottom of the list and choose **New Group** from the menu.
3. Enter a name for the memorized report group.
4. Click **OK**.

➢ *Customizing the Icon Bar*

You can add icons, delete icons, and change the appearance of the Icon bar.

To add an icon for a form or a report that you use often:

1. Display the form/report on the screen.
2. Go to the **View** menu, choose **Customize Icon Bar**.


Happy County Conservation District - QuickBooks Pro 2007
File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help Special Offers
Home
Customer Center
Vendor Center
Employee Center
Report Center
Search
Find
Backup
Ch of Accnts
Ite
Open Windows
Enter Sales Receipts
Chart of Accounts
Enter Sales Receipts
Previous
Next
Print
E-mail
Ship
Find
Spelling
History
Customer:Job
Class
Sales Receipt
Sold To
Item
Description
Customize Icon Bar
How Do I?
Icon Bar Content
Backup
(space)
Ch of Accnts
Item
(space)
(space)
Claim Voucher
Bill
(space)
TD by A Rpt
Unpd Bills Rpt
Sales Receipt
Add...
Edit...
Delete
Add Separator
Display Options
OK
Cancel
Help

To reorder the icons within the Icon Bar, click the diamond next to the item you wish to reposition and drag it up or down to the desired location.

● Show icons and text
○ Show icons only

3. Click **Add**.
4. Choose an **icon** for the customized report. QuickBooks selects one, but you can select a different one.
5. Enter information in the **Label** and **Description** fields.
6. Click **OK**

To delete an existing icon:

1. Display the form/report on the screen.
2. Go to the **View** menu, choose **Customize Icon Bar**.
3. Click **Delete**.
4. Click **OK**.

➢ *Voiding a Check Entry off the Treasurer's Report (check has been issued)*

We recommend **not** to follow the QuickBooks instructions on voiding a check, because your balances will change in QuickBooks as of the date the check first issued. If a check has been lost or for some other reason must be voided, follow these steps:

1. Make a deposit in QuickBooks for the check amount that needs to be voided to offset it in the system.
2. In the description and memo indicate the check number and reason it needs to be voided.
3. Enter the replacement check's information in QuickBooks, making notations and cross referencing the voided check number.

A special Item and account in the Chart of Accounts needs to be added and used for this second check in order to keep your totals correct for your year-end reports.

➢ *Deleting an Entry on the Unpaid Bills Needing Board Approval Report*

Check has not been written:
If you print your **Unpaid Bills Needing Board Approval** report and then find out that you need to void one of the **Claim Vouchers** on this report you will need to follow these steps:

1. Display the Unpaid Bills Needing Board Approval report.
2. **Double-Click** on the line with the bill you need to delete. The Claim Voucher will appear.
3. From the **Edit** menu choose **Delete Purchase Order (Claim Voucher).**
4. You will be asked **"Are you sure you want to delete this Transaction?"** Choose **OK.**

Check has been written, but not issued:
If you print your **Unpaid Bills Needing Board Approval** report and then find out that you need to delete (basically void) a bill on this report you will need to follow these steps:

1. Display the Unpaid Bills Needing Board Approval report.
2. **Double-Click** on the line with the bill you need to delete. The Claim Voucher will appear.
3. **Change** the amount to **0**.
4. **Click Save & Close**.

➢*Problems with Reports*

There are several things that can cause your reports to not print correctly or to not show the correct information. The following are answers to some common problems.

Memo field is blank on the report.
When you print reports you need to always make sure the Memo field is populated. If you did not fill out the memo field on each transaction, you will have a blank on the report itself. Double click that entry on the report and edit the memo field on the transaction.

Why is there an Unclassified group on the report?
If you ever have Unclassified on a report you need to double click the entry on the report and edit the transaction. You will need to add a class to the transaction. Save and Close the transaction and Refresh the report.

Why is there an Other group on the report?
If you ever have a category that ends with Other, you have posted something to a header account instead of a sub-account. Double click the entry on the report and edit the transaction. Save and Close the transaction and Refresh the report.

Report not fitting on one page.
If you are having problems getting your report to print on one page, you can try the "Fit to Page" feature within QuickBooks.

1. With the report displayed, click on the **Print** button to print the report.
2. In the **Print Reports Dialog** box, you will see the option at the bottom of the screen that will allow you to place a checkmark in the **Fit to ____ Pages Wide** box. Then you can tell it how many pages wide you would like it to be.
3. Click **Print**.

Report columns are not wide enough to print the information entered.
You may need to adjust the width of your columns in order to display more of the information. In the open report move the mouse pointer to the diamond between the column header and drag it to make the column the width you want. Be careful not to increase the width too much where it causes your report not to print correctly.

Since transferring of funds must be approved by the board, avoid using the Transfer Funds Feature. This will accomplish a transfer of dollars from one bank account to the next, but the transfers **will not be reflected for approval on the Unpaid Bills Needing Board Approval report.** To record these transactions, write a "check" from one fund and code it to Account #6600 Transfers to Other Funds (expense). There is no need to assign a check number when you are not writing a check. If you wish, you can key "XFER" into the check number field to designate that transaction as a funds transfer. Then, make a "deposit" into the recipient fund and code it to Account #4080 Transfers from Other Funds (income).

➢*Deleting a Company*

If for some reason you have decided that you need to delete a company that is on your machine, you can do this very easily by following these steps. Just remember, if you delete it, the company will be gone.

1. **Close** any company that you have open.
2. From the **File** menu choose **Open Company.**
3. You will see a list of company files. **Click the file** you want to delete.
4. Click the **delete key** on your **keyboard**.

➢*Backing Up Your Data*

You should save backup copies of your files to protect against accidental data loss. You should backup when you close your file. At the end of each month the entire file should be backed up and that file should be kept off-site. Even though your QuickBooks files may be backed up by NRCS, it is best you keep your own set of backup files.

To back up your data files simply:

1. Click the **Backup** icon from the icon bar.
2. Click **Next.**
3. Select the drive you wish to save to – usually a CD Drive or USB Flashdrive.
4. Click **Save.**
5. When you see a window that says “Your data has been backed up successfully,” Click **OK.**

As a safety protection, you could use a 5 disk rotation. You have a Monday disk, a Tuesday disk, a Wednesday, a Thursday disk and a Friday disk. Then you will always have a week of backups to use if needed.

➢*Year-End Reports*

The following reports may be helpful as you prepare the year-end report:

1. **Income & Expenses YTD by Fund**. This report is found in the Reports menu – Memorized Reports – Income & Expense Reports. The report can also be “collapsed” so that only “header” accounts appear. Click on the **Collapse** button at the top of the report. Now the report even more closely resembles the Statement of Cash Receipts and Disbursements report that is prepared annually by your auditor.
2. **Transaction Detail by Account**. This report is found in the Reports menu-Accountant & Taxes.
3. **Sales Tax Liability**. This report is found in the Reports menu-Vendors & Payables.
4. **Bank Interest Earning**. Go to the Lists menu-Chart of Accounts-right click the Interest Income (in the 9000s) –QuickReport.
5. Various payroll-type reports can be found in the Reports menu-Employees & Payroll. You must pay the payroll subscription to use this feature.

➢ *Auditor Reports*

Provide similar information as in past as well as additional QuickBooks reports to your auditor. The following QuickBooks forms and reports will assist your auditor in addition to the ones you prepared at the year end.

1. **Claim Vouchers**.
2. Monthly **Treasurer's Reports** including Unpaid Bills Needing Board Approval Reports.
3. **Income & Expenses YTD by Fund** using the Cash Basis. This report is found in the Reports menu-Memorized Reports-Income & Expense Reports. To change to cash basis click **Modify Report** in the report widow, select **Cash** as the report basis, and click **OK**.
4. **General Ledger**. This report is found in the Reports menu-Accountant & Taxes.
5. **Balance Sheet Previous Year Comparison**. This report is found in the Reports menu-Company & Financial.
6. **A/R Aging Detail**. This report is found in the Reports menu-Customers & Receivables.
7. **Unpaid Bills Detail**. This report is found in the Reports menu-Vendors & Payables.

Your auditor may request you create an **Accountant's Copy**. To do this, click on File menu-Accountant's Copy-Client Activity-Create an Accountant's copy.

➢ *Closing the Books*

You can choose whether to close your books at the "end of the year" or not. If you decide to close your books do not do it until **after the audit has been completed.**

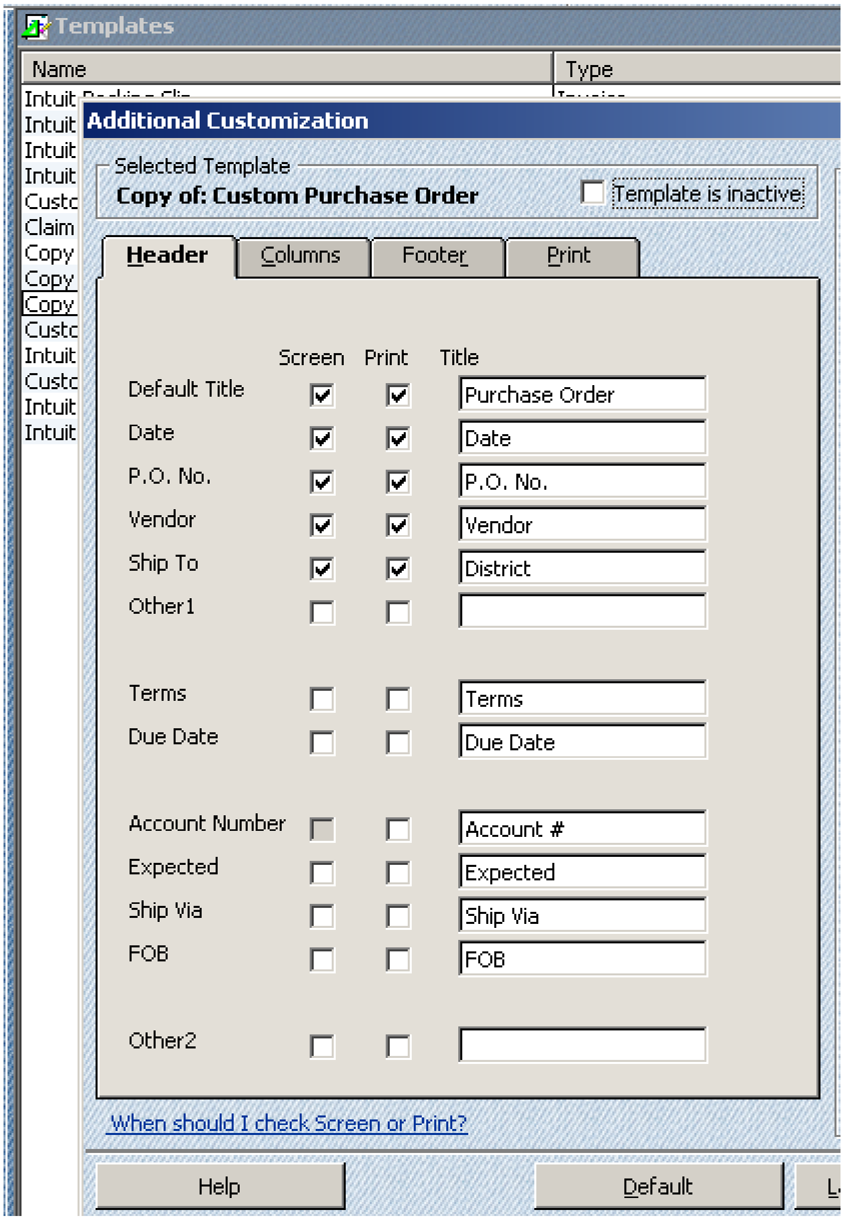
Complete the following steps to close your books:

1. Go to the **Edit** menu click **Preferences.**
2. Click **Accounting** in the list on the left in the **Preferences** window.
3. Click the **Company Preferences** tab at the top.
4. Click the **Set Date/Password** button.
5. Complete the information in the **Set Closing Date and Password** window.
6. Click **OK**.

➢ *Creating a Claim Voucher Template from Scratch*

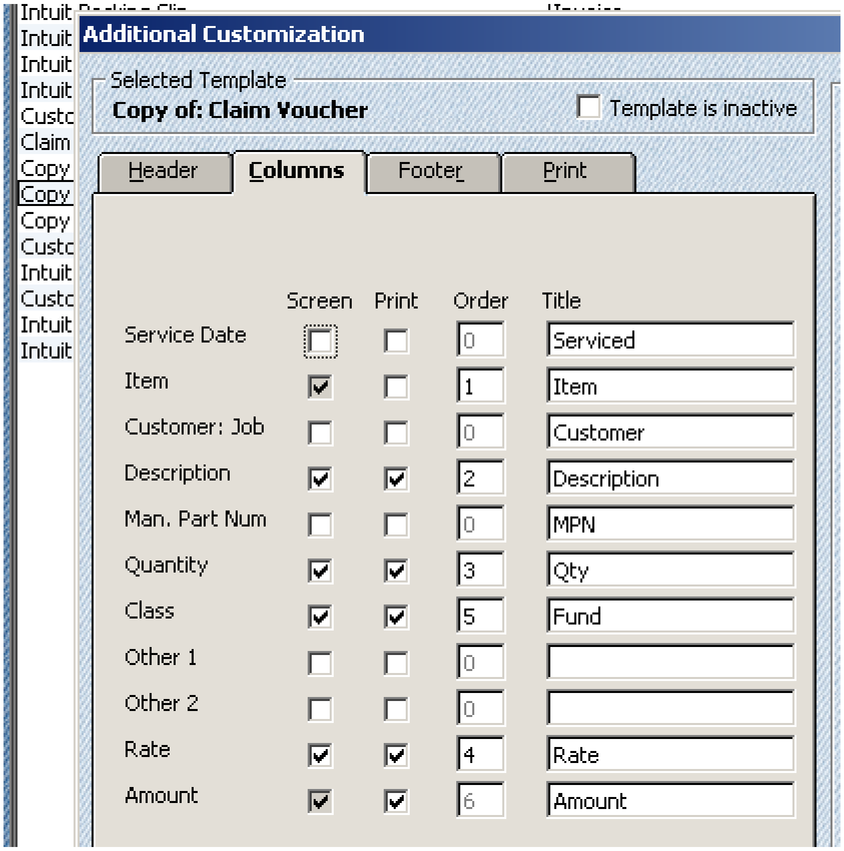
You will only complete these steps if the customized Claim Voucher was somehow deleted or if you did not use the Standard Conservation District file to start with.

1. Go to **List**s menu and click **Templates**.
2. Click **Custom Purchase Order.**
3. From the **Templates** menu (lower, left side), select **Duplicate.**
4. With **Purchase Order** selected, click **OK.**
5. With the copy of the Purchase Order line highlighted, from the **Templates** menu, select **Edit Template**.
6. Click on the **Manage Templates** button in the **Basic Customization** window.
7. In the **Template Name** field, type in **Claim Voucher.**
8. Click **OK.**
9. Click the **Additional Customization** button (along bottom of window).
10. Enter the information as illustrated in the screen captures below.


Templates
Name
Type
Intuit
Intuit
Intuit
Intuit
Custo
Claim
Copy
Copy
Copy
Custo
Intuit
Custo
Intuit
Intuit
Additional Customization
Header
Columns
Footer
Print
When should I check Screen or Print?
Help
Default

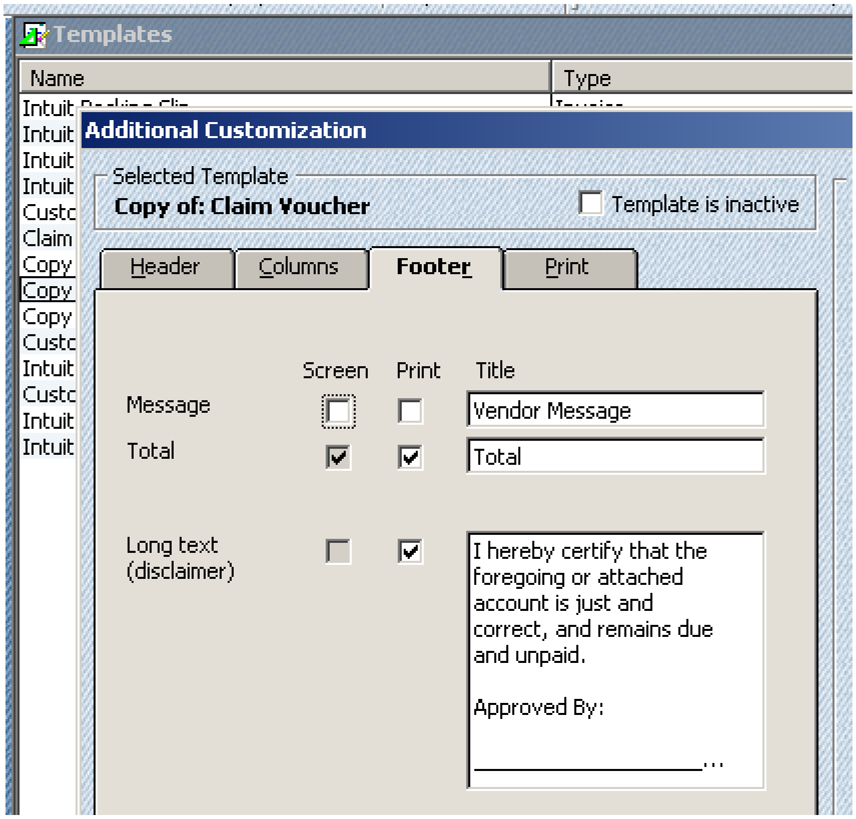
Selected Template
Copy of: Custom Purchase Order
☐ Template is inactive

	Screen	Print	Title
Default Title	☑	☑	Purchase Order
Date	☑	☑	Date
P.O. No.	☑	☑	P.O. No.
Vendor	☑	☑	Vendor
Ship To	☑	☑	District
Other1	☐	☐	
Terms	☐	☐	Terms
Due Date	☐	☐	Due Date
Account Number	☐	☐	Account #
Expected	☐	☐	Expected
Ship Via	☐	☐	Ship Via
FOB	☐	☐	FOB
Other2	☐	☐	


Additional Customization
Header
Columns
Footer
Print

Selected Template
Copy of: Claim Voucher
☐ Template is inactive

	Screen	Print	Order	Title
Service Date	☐	☐	0	Serviced
Item	☑	☐	1	Item
Customer: Job	☐	☐	0	Customer
Description	☑	☑	2	Description
Man. Part Num	☐	☐	0	MPN
Quantity	☑	☑	3	Qty
Class	☑	☑	5	Fund
Other 1	☐	☐	0	
Other 2	☐	☐	0	
Rate	☑	☑	4	Rate
Amount	☑	☑	6	Amount


Templates
Name
Type
Additional Customization
Header
Columns
Footer
Print

Selected Template
Copy of: Claim Voucher
☐ Template is inactive

	Screen	Print	Title
Message	☐	☐	Vendor Message
Total	☑	☑	Total
Long text (disclaimer)	☐	☑	I hereby certify that the foregoing or attached account is just and correct, and remains due and unpaid. Approved By: ____________________...

Please refer to the Sample Claim Voucher in the Appendix for the complete wording to enter in the **Long text** window.

11. Click **OK** in the **Additional Customization** window.

➢ *Creating a Treasurer's Report – Transaction Detail by Account from Scratch*

You will only complete these steps if the customized Treasurer's Report was somehow deleted or if you did not use the Standard Conservation District file to start with.

1. From the **Report** menu choose **Accountant & Taxes – General Ledger.**
2. Click on the **Modify Report** button.
3. On the **Display** tab you will need to make sure only these columns are selected:
4. **Type – Date - Num – Memo – Amount – Balance.**
5. In the **Dates** box choose **All.**
6. In the **Sort By** box choose **Type**
7. Make sure to select **Descending Order.**
8. Click the **Advanced** button in the lower right corner.
9. Choose **In Use** and also choose **Current.**
10. On the **Filters** tab in the Account Box choose **All Bank Accounts.**
11. On the **Header & Footer** tab change the Report Title to **Treasurer's Report – Transaction Detail by Account.**
12. For the **Subtitle** – Change the date, i.e. July 8 thru Aug 7, 2007.
13. In the **Extra Footer Line** type – **Interim trans Auth. Pursuant to KSA 12-105b & KSA 75-4315.**
14. Click **OK**.
15. Then Click the **Memorize** button and memorize the report. Go ahead and group in the **Treasurer's Report Group**.

➢ *Creating an Unpaid Bills Needing Board Approval Report from Scratch*

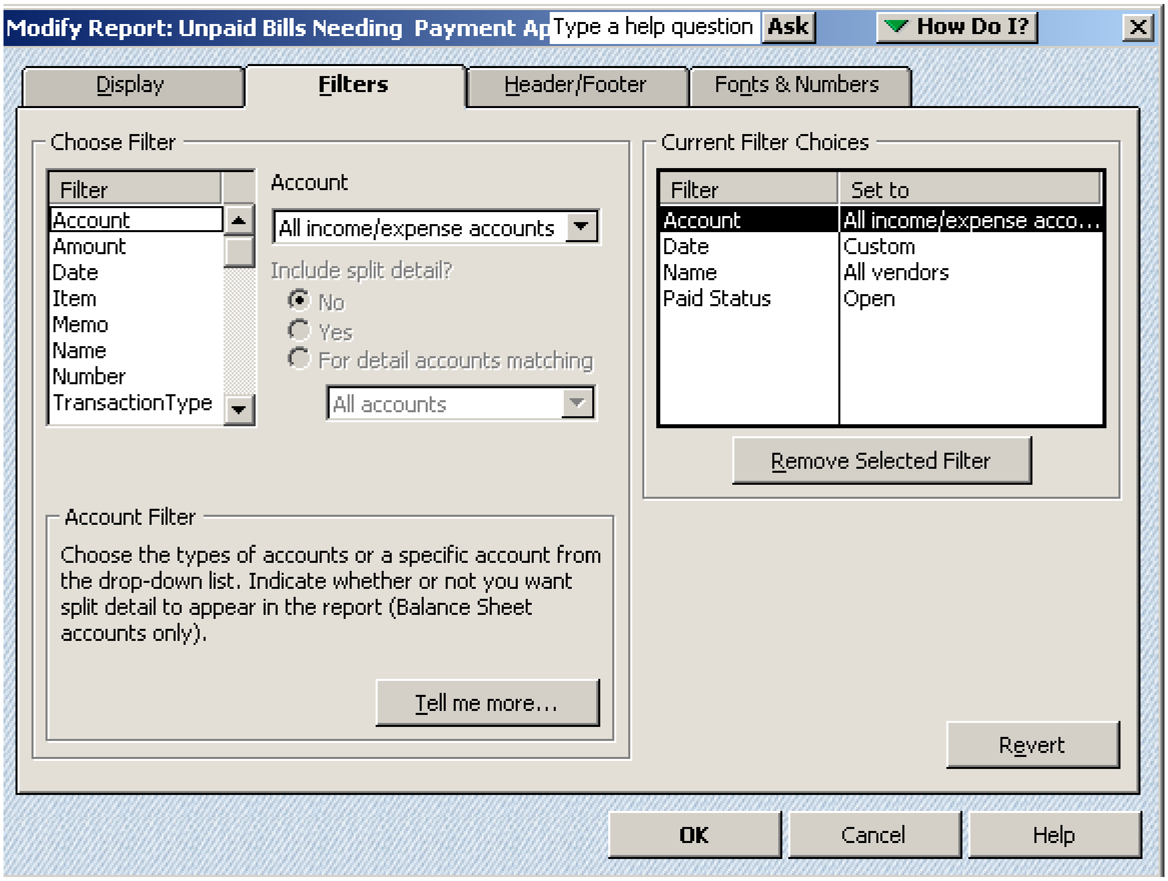
You will only complete these steps if the customized Unpaid Bills Needing Board Approval report was somehow deleted or if you did not use the Standard Conservation District file to start with.

1. From the **Reports** menu choose **Purchases – Open Purchase Orders.**
2. Click on the **Modified Report** button.
3. On the **Display** Tab in the **Dates** box choose **Today**.
4. In the Columns box make sure these are checked: **Type – Num – Memo – Class – Amount.**
5. In the **Sort By** box choose **Class.**
6. Make sure to select **Descending Order.**
7. Click the **Advanced** button in the lower right corner.
8. Choose **In Use** and also choose **Current.**
9. On the **Filters t**ab everything should be the same.
10. On the **Header & Footers** tab change the Report Title to **Unpaid Bills Needing Board Approval.**
11. Click **OK**.
12. Then Click the **Memorize** button and memorize the report. Go ahead and group it in the **Treasurer's Report Group**.

➢ *Creating an Unpaid Bills Needing Payment Approval Report from Scratch (new)*

You will only complete these steps if you choose to start using this alternative report instead of the Unpaid Bills Needing Board Approval.

1. From the **Reports** menu choose **Vendors & Payable - Vendor Balance Detail.**
2. Click on the **Modify Report** button.
3. On the **Display** tab in the **Dates** box choose **All.**
4. In the Columns box check: **Type – Date - Num – Memo – Class – Amount.** Uncheck **Account**.
5. On the **Filters** tab in the Filter Box set the Account, Date, Name, and Paid Status with Account information as illustrated on below in the Current Filter Choices**.**


Modify Report: Unpaid Bills Needing Payment Ap
Type a help question
Ask
How Do I?
Display
Filters
Header/Footer
Fonts & Numbers
Choose Filter
Filter
Account
Amount
Date
Item
Memo
Name
Number
TransactionType
Account
Include split detail?
No
Yes
For detail accounts matching
All accounts
Current Filter Choices
Remove Selected Filter
Account Filter
Tell me more...
Revert
OK
Cancel
Help

Account: All income/expense accounts

Include split detail? ● No ○ Yes ○ For detail accounts matching

Filter	Set to
Account	All income/expense acco...
Date	Custom
Name	All vendors
Paid Status	Open

Choose the types of accounts or a specific account from the drop-down list. Indicate whether or not you want split detail to appear in the report (Balance Sheet accounts only).

6. On the **Header & Footer** tab change the Report Title to **Unpaid Bills Needing Payment Approval.**
7. Uncheck **Page Number.**
8. In the **Extra Footer Line** type – **As Treasurer, I certify these are correct, due, and unpaid:**
9. Click **OK**.
10. Then Click the **Memorize** button and memorize the report.

➢ *Preparing Board Meeting Financial Reports Recap*

Let’s recap the basic QuickBooks steps to perform in preparation for an upcoming conservation district board meeting. (These steps do not include optional reports.)

Enter Sales & Deposits (including interest earned) throughout the month.
Basic Options (not using the Undeposited Funds option):

A. Cash Customers (pay in full when receive product or service).
   1. Enter Sales Receipt.
   2. Print (2) Sales Receipts.
B. Charge Customers (don’t pay in full when receive product or service or when pay in advance)
   1. Create Invoice.
   2. Print Invoices.
   3. Receive Payments.
C. Cash Customer and Bank Interests using a receipt book outside of QuickBooks.
   1. Complete Receipt (hard copy).
   2. Make Deposit.

Note: Just because you’ve entered the deposit in QuickBooks doesn’t mean that the money is available to use. You still need to physically deposit the money at the bank.

Enter Claim Vouchers and Print.

- For those bills that you would like to have an individual Claim Voucher for.
- For those bills that can legally be paid between board meetings (interim disbursements).

Reconcile each Bank Account after receiving bank statement **and Print a Reconciliation Report.**

Print Treasurer’s Reports:

- Treasurer’s Report – Transaction Detail By Account. (Normally dated day of last board meeting to the day before upcoming meeting.)
- Unpaid Bills Needing Board Approval or Unpaid Bills Needing Payment Approval. (Should be dated the day of upcoming board meeting.)

Convert Claim Vouchers into Bills, when applicable. (Use the *Unpaid Bills Needing Board Approval* report as reference.)

- If not printing checks through QuickBooks, this is completed after board meeting.
- If printing checks through QuickBooks, this is completed before board meeting.
- For those bills that can legally be paid between board meetings (interim disbursements).

Pay Bills. (Use the *Unpaid Bills Needing Board Approval/Unpaid Bills Needing Payment Approval* report as reference.) Do **not** use the Write Checks window to pay a bill.

Print Checks (if have computer generated checks).

Appendix

➢ *Sample Chart of Accounts*

Account				Type
1000			Checking #1 [Name of Bank]	
	1001		Operations Fund Checking	Bank
	1002		Enterprise Fund Checking	Bank
1005			Checking #2 [Name of Bank]	Bank
	1006		Operations Fund Checking	Bank
		1006.1	Operations	Bank
		1006.2	Non-Point Source	Bank
		1006.3	Grants	Bank
	1007		Enterprise Fund Checking	Bank
		1007.1	Enterprise	Bank
		1007.2	Farm Account	Bank
1010			Checking #3 [Name] Operations Fund	Bank
1015			Checking #3 [Name] Enterprise Fund	Bank
1050			Savings Account #1 [Name of Bank]	Bank
	1051		Operations Fund	Bank
	1052		Enterprise Fund	Bank
1055			Savings [Name] #2 ___________ Fund	Bank
1060			Savings [Name] #2 ___________ Fund	Bank
1090			Petty Cash – Operations	Bank
1095			Petty Cash – Enterprise	Bank
1200			Accounts Receivable	Accounts Receivable
1120			Inventory Asset Other Current Asset	
2000			Accounts Payable	Accounts Payable
2100			Payroll Liabilities	Other Current Liability
	2105		Federal Withholding	Other Current Liability
	2110		FICA/Medicare	Other Current Liability
	2115		State Withholding	Other Current Liability
	2120		Federal Unemployment	Other Current Liability
	2125		State Unemployment	Other Current Liability
	2130		Deferred Comp. Plan	Other Current Liability
	2140		KPERS	Other Current Liability
	2145		Health Insurance Payable	Other Current Liability
2200			Sales Tax Payable	Other Current Liability
3000			Opening Balance Equity	Equity
3900			Retained Earnings	Equity
4005			Appropriations – State	Income
4010			Appropriations – County	Income
4015			Retail Sales and Services	Income
	4016		Grass Seed Income	Income
	4017		Marking Flags Income	Income
	4018		Trees Income	Income
	4019		Weed Barrier Fabric	Income
	4020		Pipe	Income

For one checking acct. with both Operations & Enterprise Funds

For one checking account with both Operations & Enterprise Funds and subaccounts of each

For two checking accts., one for Operations & one for Enterprise

For one savings/CD acct. with both Operations & Enterprise Funds

For two savings/CD acct. with Operations and/or Enterprise Funds

Use only with QuickBooks Payroll Service

Account	Type
4021 Tree Planting	Income
4022 Deer Repellent	Income
4023 Protective Tree Netting	Income
4024 Root Slurry	Income
4026 Drip Irrigation Supplies	Income
4027 Custom Drilling	Income
4050 Equipment Rental	Income
4051 Grass Drill Rental	Income
4052 No-Till Drill Rental	Income
4053 Scraper Rental	Income
4054 Miscellaneous Equipment Rental	Income
4055 Burn Equipment Rental	Income
4060 Building Rent	Income
4065 Newsletter Advertising	Income
4075 Miscellaneous	Income
4080 Transfers from Other Funds	Income
4085 Commissions	Income
4090 Non-Point Source Revenue	Income
4091 TA	Income
4092 Information & Education	Income
5000 *Cost of Goods Sold	Cost of Goods Sold
6000 Cost of Goods Sold	Cost of Goods Sold
6001 Marking Flags Expense	Cost of Goods Sold
6002 Grass Seed Expense	Cost of Goods Sold
6003 Livestock Tanks Expense	Cost of Goods Sold
6004 Trees Expense	Cost of Goods Sold
6005 Other Goods Expense	Cost of Goods Sold
6050 Salaries and Wages	Expense
6051 Wages	Expense
6052 Payroll Taxes	Expense
6053 KPERS, Employee Portion	Expense
6060 Employee Benefits	Expense
6061 Workers Compensation Insurance	Expense
6062 401(k) Contributions	Expense
6063 Medical Insurance Premiums	Expense
6064 Life Insurance Premiums	Expense
6065 SS & Medicare	Expense
6066 KPERS, Employer Portion	Expense
6069 Business Related Expenses	Expense
6070 Supervisor	Expense
6071 Mileage	Expense
6072 Meals	Expense
6073 Lodging	Expense
6074 Registration Fees	Expense
6080 Employee	Expense
6081 Mileage	Expense
6082 Meals	Expense
6083 Lodging	Expense
6084 Registration Fees	Expense

Use only use if tracking inventory

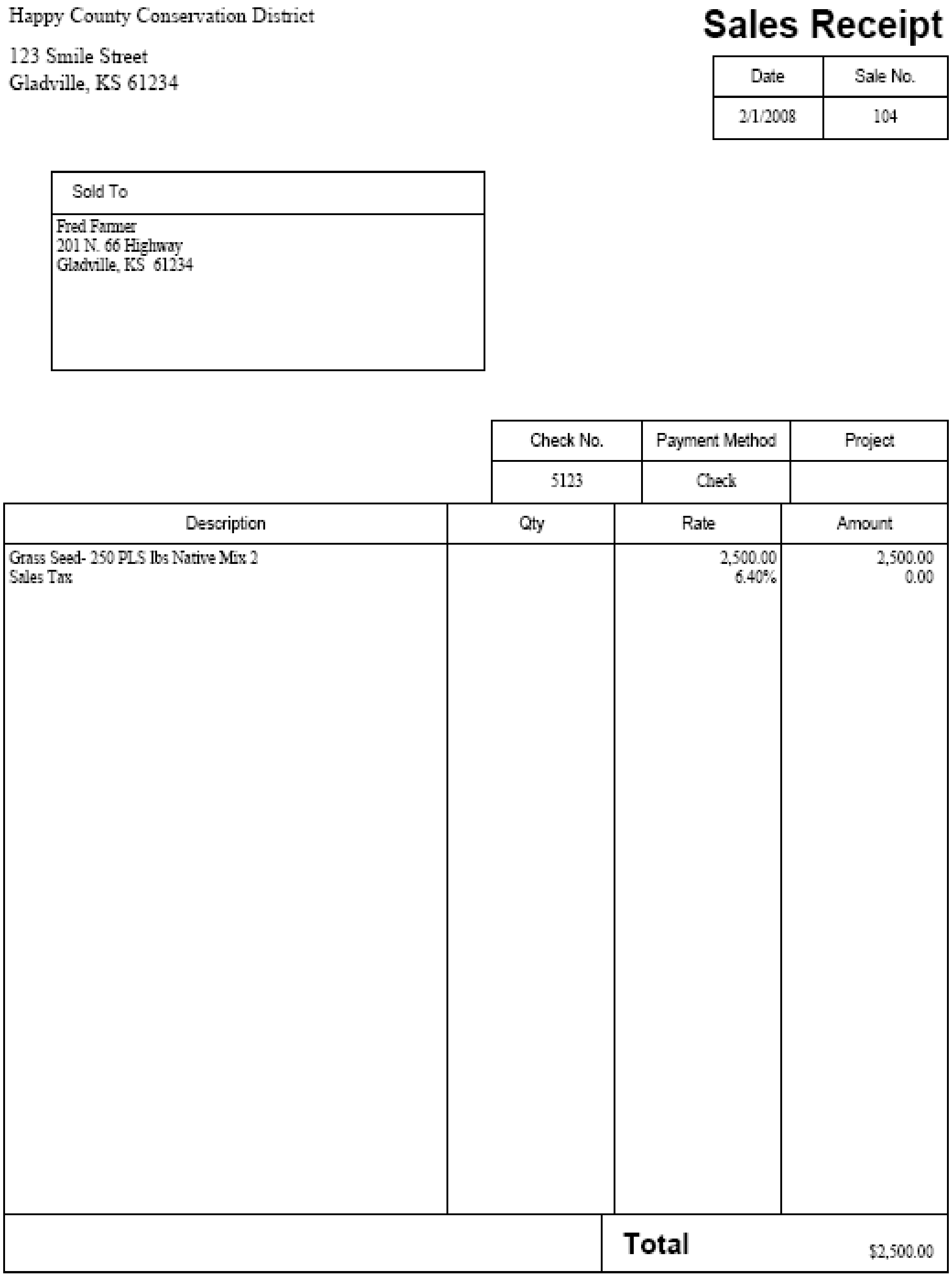
Use if not tracking inventory in QuickBooks

Account					Type
	6090	Associate Supervisor/Advisor			Expense
		6091	Mileage		Expense
		6092	Meals		Expense
		6093	Lodging		Expense
		6094	Registration Fees		Expense
6100	Information and Education				Expense
	6101	Newsletter, Brochure, Pamphlet			Expense
		6102	Postage and Delivery		Expense
		6103	Printing and Reproduction		Expense
		6104	Supplies		Expense
	6105	Advertising			Expense
	6110	Education			Expense
		6111	Tour/Field Days		Expense
		6112	Booklets, Games, Etc.		Expense
		6113	Donations		Expense
		6114	Prizes		Expense
		6115	Scholarships		Expense
		6116	Supplies		Expense
		6117	Educational Tools		Expense
	6120	Programs and Projects			Expense
	6125	Sponsorships			Expense
	6130	Promotional Activities			Expense
6200	Other Administrative				Expense
	6201	Office			Expense
		6202	Computer Software		Expense
		6203	Fidelity Bond		Expense
		6204	Licenses and Permits		Expense
		6205	Postage and Delivery		Expense
		6206	Printing and Reproduction		Expense
		6207	Professional Fees		Expense
			6208	Accounting	Expense
			6209	Legal Fees	Expense
		6210	Subscriptions		Expense
		6211	Supplies		Expense
			6212	Marketing	Expense
			6213	Office	Expense
		6214	Telephone		Expense
		6215	Bank Service Charge		Expense
		6216	Depreciation Expense		Expense
		6217	Freight		Expense
		6218	Expense Reimbursements		Expense
		6219	Storage		Expense
		6220	Utilities		Expense
			6221	Gas and Electric	Expense
			6222	Water	Expense
		6224	Cash Discounts		Expense
		6225	Contributions		Expense
	6230	Annual Meeting			Expense
		6231	Door Prizes		Expense

Account				Type
		6232	Advertisement	Expense
		6233	Building or Room Rent	Expense
		6234	Decorations	Expense
		6235	Entertainment	Expense
		6236	Janitorial	Expense
		6237	Legal Notice	Expense
		6238	Meals	Expense
		6239	Supplies	Expense
	6250	Dues and Fees		Expense
		6251	Association Dues	Expense
		6252	Filing Fees	Expense
		6253	Franchise Fees	Expense
	6260	Subscriptions		Expense
	6270	Rentals		Expense
		6271	Equipment Rental	Expense
		6272	Building Rental	Expense
		6273	Vehicle Rental	Expense
	6280	Insurance		Expense
		6281	Disability Insurance	Expense
		6282	Liability Insurance	Expense
	6290	Interest		Expense
		6291	Finance Charge	Expense
		6292	Loan Interest	Expense
		6293	Mortgage Interest	Expense
6300	Equipment and Building			Expense
	6301	Repairs		Expense
		6302	Building Repairs	Expense
		6303	Computer Repairs	Expense
		6304	Equipment Repairs	Expense
	6310	Small Equipment Purchases		Expense
	6315	Automobile Expense		Expense
	6320	Equipment Expense		Expense
6400	Miscellaneous Expense			Expense
6500	Taxes			Expense
	6501	Federal Taxes		Expense
	6502	Local Taxes		Expense
	6503	Property Taxes		Expense
	6504	State Taxes		Expense
6600	Transfers to Other Funds			Expense
9000	Interest Income			Other Income
	9001	Checking Account		Other Income
	9002	Savings Account		Other Income
	9003	Certificate of Deposit		Other Income
	9004	Other Investments		Other Income
9010	Donations			Other Income
9020	Other Income			Other Income
9050	Other Expenses			Other Expense
Bills to Be Coded				Other Expense
2 . Purchase Orders				Non-Posting

These are not Payroll or Sales Tax Accounts

Sample Sales Receipt



Happy County Conservation District

123 Smile Street
Gladville, KS 61234

Sales Receipt

Date	Sale No.
2/1/2008	104

Sold To

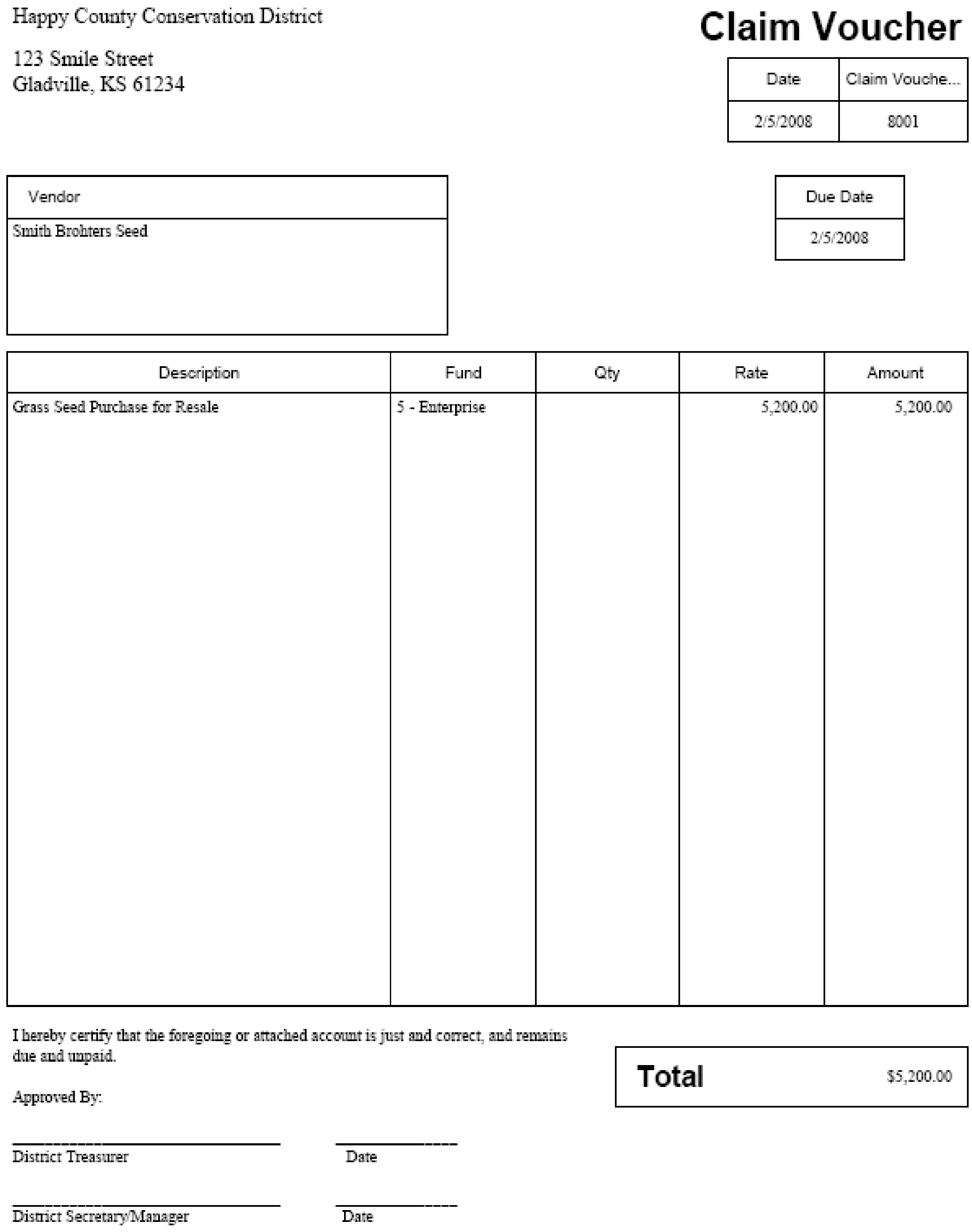
Fred Farmer
201 N. 66 Highway
Gladville, KS 61234

Check No.	Payment Method	Project
5123	Check	

Description	Qty	Rate	Amount
Grass Seed- 250 PLS lbs Native Mix 2		2,500.00	2,500.00
Sales Tax		6.40%	0.00

Total $2,500.00

➢Sample Claim Voucher



Happy County Conservation District

123 Smile Street
Gladville, KS 61234

Claim Voucher

Date	Claim Vouche...
2/5/2008	8001

Vendor
Smith Brohters Seed

Due Date
2/5/2008

Description	Fund	Qty	Rate	Amount
Grass Seed Purchase for Resale	5 - Enterprise		5,200.00	5,200.00

I hereby certify that the foregoing or attached account is just and correct, and remains due and unpaid.

Total	$5,200.00

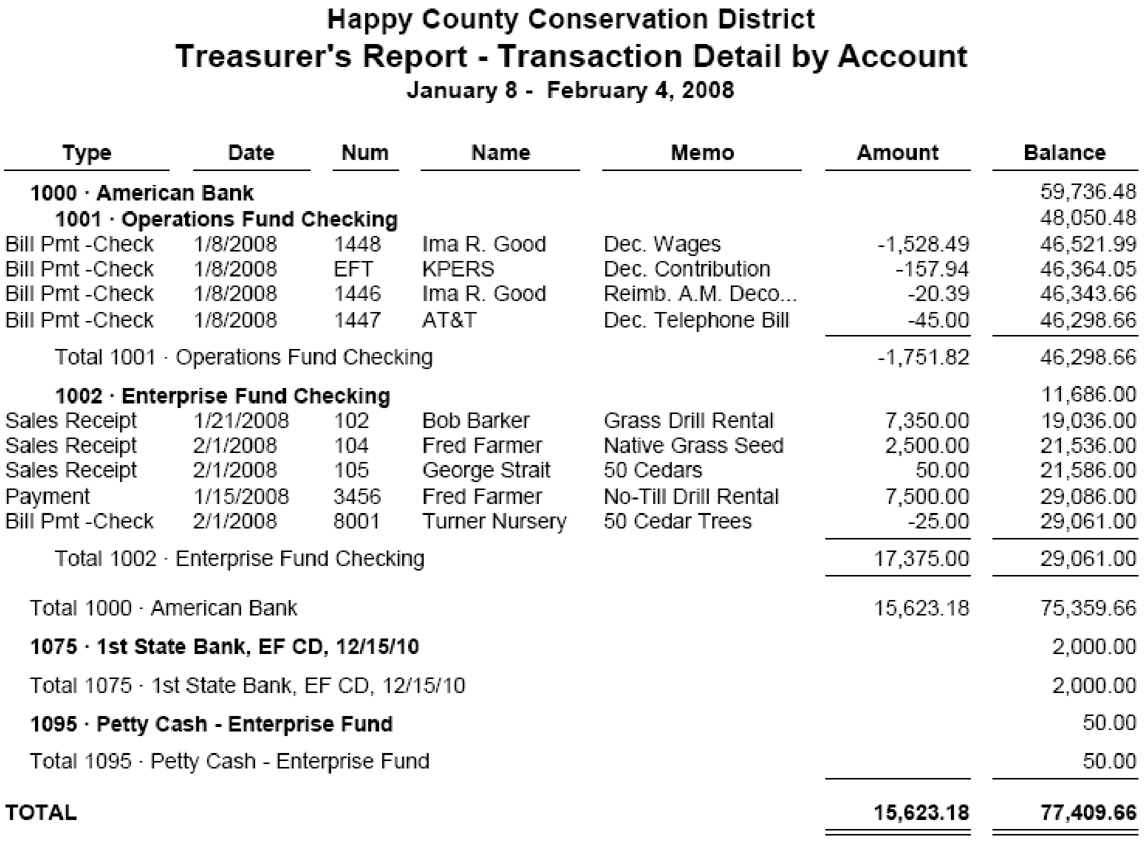
Approved By:

_______________________ District Treasurer   ____________ Date

_______________________ District Secretary/Manager   ____________ Date

➢*Sample Treasurer's Report – Transaction Detail by Account*

[This report reviewed at the February 5 meeting. Last board meeting was January 8.]



Happy County Conservation District

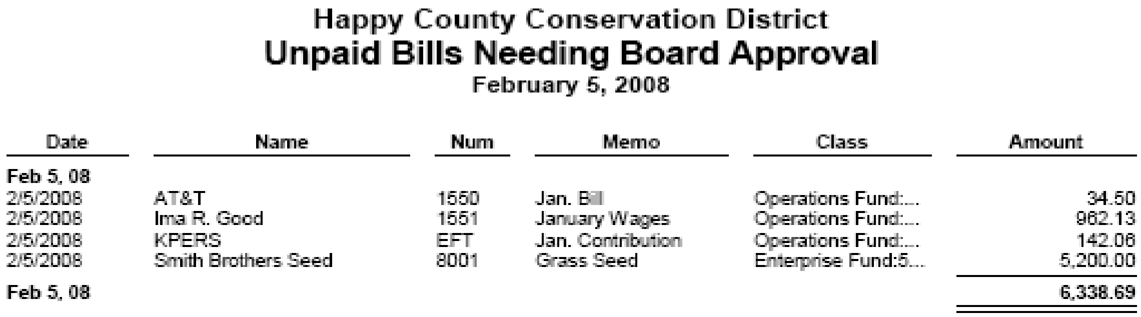
Treasurer's Report - Transaction Detail by Account

January 8 - February 4, 2008

Type	Date	Num	Name	Memo	Amount	Balance
1000 · American Bank						59,736.48
1001 · Operations Fund Checking						48,050.48
Bill Pmt -Check	1/8/2008	1448	Ima R. Good	Dec. Wages	-1,528.49	46,521.99
Bill Pmt -Check	1/8/2008	EFT	KPERS	Dec. Contribution	-157.94	46,364.05
Bill Pmt -Check	1/8/2008	1446	Ima R. Good	Reimb. A.M. Deco...	-20.39	46,343.66
Bill Pmt -Check	1/8/2008	1447	AT&T	Dec. Telephone Bill	-45.00	46,298.66
Total 1001 · Operations Fund Checking					-1,751.82	46,298.66
1002 · Enterprise Fund Checking						11,686.00
Sales Receipt	1/21/2008	102	Bob Barker	Grass Drill Rental	7,350.00	19,036.00
Sales Receipt	2/1/2008	104	Fred Farmer	Native Grass Seed	2,500.00	21,536.00
Sales Receipt	2/1/2008	105	George Strait	50 Cedars	50.00	21,586.00
Payment	1/15/2008	3456	Fred Farmer	No-Till Drill Rental	7,500.00	29,086.00
Bill Pmt -Check	2/1/2008	8001	Turner Nursery	50 Cedar Trees	-25.00	29,061.00
Total 1002 · Enterprise Fund Checking					17,375.00	29,061.00
Total 1000 · American Bank					15,623.18	75,359.66
1075 · 1st State Bank, EF CD, 12/15/10						2,000.00
Total 1075 · 1st State Bank, EF CD, 12/15/10						2,000.00
1095 · Petty Cash - Enterprise Fund						50.00
Total 1095 · Petty Cash - Enterprise Fund						50.00
TOTAL					**15,623.18**	**77,409.66**

➢Sample Unpaid Bills Needing Board Approval Report

[This report reviewed at the February 5 meeting, and $6,338.69 approved for payment.]



Happy County Conservation District

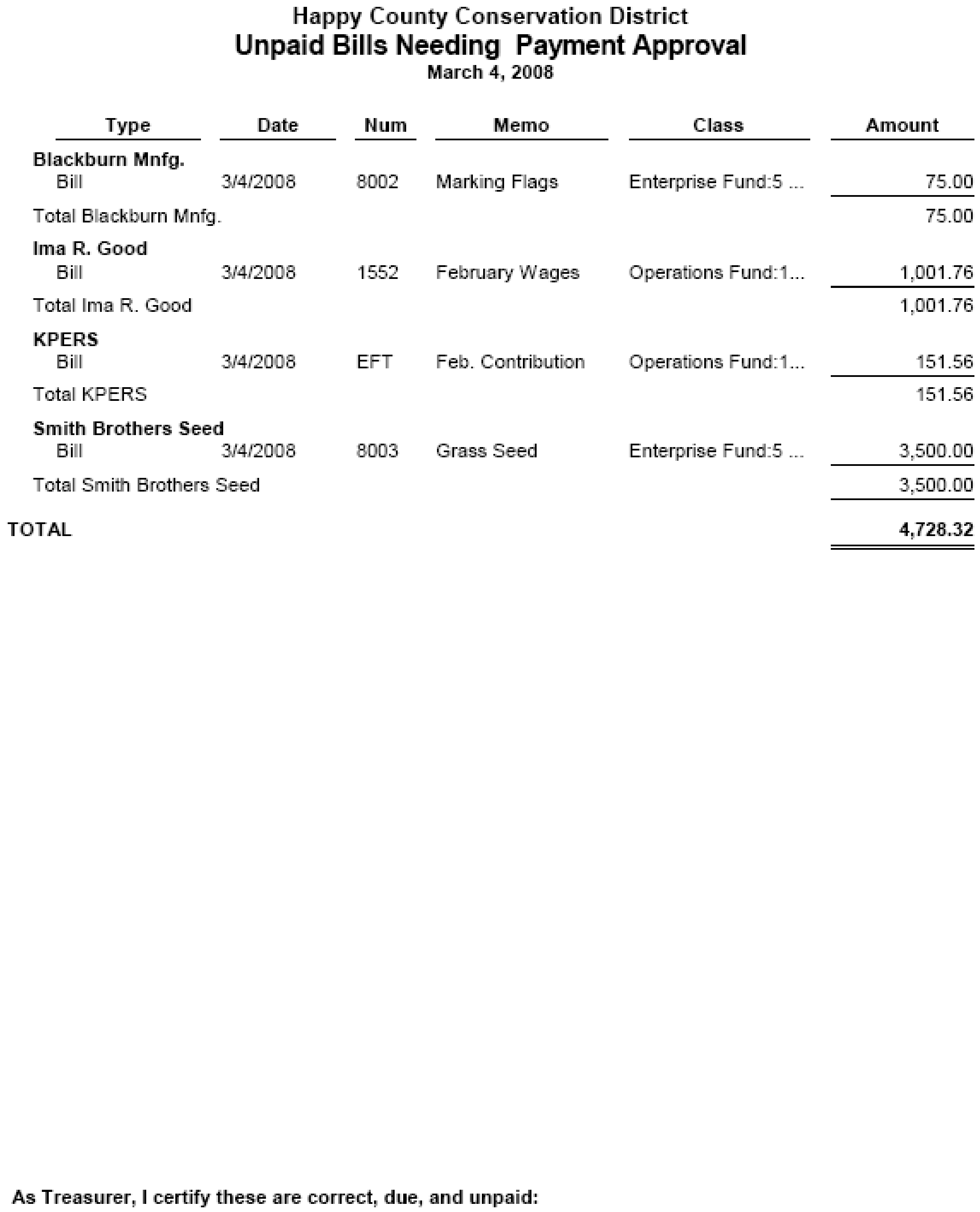
Unpaid Bills Needing Board Approval

February 5, 2008

Date	Name	Num	Memo	Class	Amount
Feb 5, 08					
2/5/2008	AT&T	1550	Jan. Bill	Operations Fund:...	34.50
2/5/2008	Ima R. Good	1551	January Wages	Operations Fund:...	962.13
2/5/2008	KPERS	EFT	Jan. Contribution	Operations Fund:...	142.06
2/5/2008	Smith Brothers Seed	8001	Grass Seed	Enterprise Fund:5...	5,200.00
Feb 5, 08					**6,338.69**

➢*Sample Unpaid Bills Needing Payment Approval Report (new)*

[This report signed by Treasurer, reviewed at the March 4 meeting, and $4,728.32 approved for payment.]



Happy County Conservation District

Unpaid Bills Needing Payment Approval

March 4, 2008

Type	Date	Num	Memo	Class	Amount
Blackburn Mnfg.					
Bill	3/4/2008	8002	Marking Flags	Enterprise Fund:5 ...	75.00
Total Blackburn Mnfg.					75.00
Ima R. Good					
Bill	3/4/2008	1552	February Wages	Operations Fund:1...	1,001.76
Total Ima R. Good					1,001.76
KPERS					
Bill	3/4/2008	EFT	Feb. Contribution	Operations Fund:1...	151.56
Total KPERS					151.56
Smith Brothers Seed					
Bill	3/4/2008	8003	Grass Seed	Enterprise Fund:5 ...	3,500.00
Total Smith Brothers Seed					3,500.00
TOTAL					**4,728.32**

As Treasurer, I certify these are correct, due, and unpaid: